

**LAFAYETTE LIBRARY & LEARNING CENTER**

**BUILDING PROGRAM**

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and  
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## **I. Introduction**

### **A. Project Overview**

The following building program defines the requirements for a new 26,545 square foot Lafayette Library & Learning Center (LL&LC), that also includes space to house and display the Lafayette Historical Society archival collections. The new facility will replace the existing Lafayette Library located at 952 Moraga Road in the Lafayette. The City of Lafayette has secured a site in central Lafayette at the intersection of Mount Diablo Boulevard and First Street, on which the LL&LC will be constructed.

The building program is based on the findings and recommendations of a community needs assessment process that was conducted in 1997 through 2003 and reflects the goals set out in the LL&LC Plan of Service that was developed from the needs assessment findings. The service priorities identified in the needs assessment and articulated in the plan of service are translated in this report into specific spaces for the public and for staff, architectural features, collections, furniture and equipment.

The City of Lafayette's Library Development Team consists of Killefer Flammang Architects (Wade Killefer, Project Architect), Kathryn Page Associates (Kathy Page, Building Program Consultant), Critical Solutions, Inc. (Tom Hedges, Project Advisor), and Synergy Associates (Mary Wray, Needs Surveys and Research Consultant). City staff includes City Manager Steven Falk and Community Development Director Ann Merideth. County LL&LC staff includes County Librarian Anne Cain and Deputy County Librarian Laura O'Donoghue.

The proposed program was presented to the community in draft form during the project, as was the building's conceptual design. The Library Development Team (Team) discussed the public input received and incorporated many ideas and concerns into the program. The Project Architect (Architect) based its work on the program as well as on the comments it received from the community at meetings held during the project.

The LL&LC will provide vastly improved service tailored to meet the educational and cultural needs of the Lafayette community, to include:

- A collection of 89,000 to 95,000 books and audiovisual materials
- 42 public computers, a Technology Lab and a Homework Center, and laptop access and wireless connectivity throughout the facility
- 186 reader seats including 18 seats in three group study rooms and 12 seats in a Homework Center
- A community meeting and program room to seat 142
- A storytelling and class visit space for 30 children
- A unique Library Arts & Science Discovery Center for children and youth that will host 36 to 60 participants in an ongoing program of exciting activities that explore the sciences

The LL&LC will be an important community focal point, a landmark and a source of pride for the community.

### **B. Project Time Schedule**

<b>Activity</b>	<b>Completion Date</b>
Site Acquired	February 2005
Schematic Design Plans Completed	November 2004
Design Development Plans Completed	March 2005
Working Drawings Completed (90%)	September 2005
Construction Documents Completed	November 2005

Activity	Completion Date
Project Advertised for Bids	November 2005
Start of Construction	November 2005
Mid-Point of Construction	February 2006
Completion of Construction	April 2007
Opening Day	June 2007
Final Fiscal and Program Compliance Review Completed	August 2007

### C. Collaborative Joint Use Project

The City of Lafayette, the County Library and both local school districts – the Lafayette Elementary School District and the Acalanes Union High School District - have entered into Joint Venture Cooperative Agreement to enhance services at the LL&LC.

The joint venture LL&LC services will serve both K-12 students and public LL&LC users for a period of twenty years, with the following programs:

- **A Learning Enhancement Program** with specialized resource collections and services that respond to the curriculum and homework help needs of elementary, middle and high school students
- **An Arts and Science Enrichment Program** that offers specialized resource collections, exhibits and activities to supplement school curricula and develop strong arts and science literacy skills in K-12 students
- **A Lafayette History Learning Program** that offers specialized resource collections, exhibits and programs that support the local history curriculum for third grade students
- **A Inter-Generational Music Performance Program** that provides opportunities for multiple generations, including students in grades 6-12, to learn and perform music together

### D. Building Program Role in the Architectural Design Process

The building program will serve as a guide for the Architect defining the functional and operational requirements of the LL&LC. The program addresses the building's environmental qualities and ambience, spatial relationships, and square footage requirements. The program describes overall planning and design considerations for a public LL&LC and describes the specific and particular, detailed requirements for each space in the LL&LC.

The City and County will use the program as a communications tool in their work with the Team, and others involved in the project, to be sure that the LL&LC is a functional library that will serve the needs of the community over the coming forty to fifty years. It is expected that over the course of the design phase, the City and the County will amend and update this original program as needed to reflect changes and adjustments in policy and planning.

### E. Building Team Members and Their Roles

#### 1. Client / Owner

The City of Lafayette will build, own and maintain the LL&LC, and representatives of the City serve on the City's Library Building Committee (LBC). These representatives will oversee City interests in the project and

will direct the work of the design and construction teams. This project will be subject to the same approval process required for other City facilities.

The County Library will operate the LL&LC as one of its branches, providing staff, materials and services. Representatives of the County serve on the LBC as advisors, to be sure that design and construction are proceeding as expected, and as per the building program in order to provide a highly functional library and community resource for the community.

## **2. Project Architect**

The Architect will design the LL&LC to meet the guidelines of the building program and the requirements of the site. The Architect will work with the City and County during the design process and will produce plans, elevations, sections, renderings, specifications and other required documents. The Architect will provide cost estimates for the project to include both hard and soft costs. During the construction phase the Architect will work with the contractor to carry out the design plans.

## **3. Library Building Consultant**

The City's Library Building Consultant will work with the City and the County to determine the LL&LC service needs of the community and to prepare a building program to meet those needs. The Consultant advises the Architect on the content of the program, participates in design discussions during the design phase, and reviews architectural plans to be sure that they accurately represent the program.

## **4. Engineering Consultants**

The Architect will hire structural, electrical and mechanical engineers to serve as consultants on the project. These engineers will participate in the process at specific times during the design process and may serve on the City's Team at those times. Additional consultants that the Architect will use include landscape architect, lighting designer, acoustical / audio-visual engineer, civil engineer and other specialists as required by the City to complete the project.

## **5. Interior Designer**

The Architect will engage an interior designer to participate with the LBC and other LL&LC sponsors and stakeholders in the selection and layout of furnishings and equipment and the selection of interior building finishes.

## **II. General Design Considerations**

### **A. Basic Concepts**

The LL&LC must be welcoming and accessible to the entire community, a place that all residents are comfortable visiting, enjoyed by people of all ages and walks of life. The building needs to be designed to support simultaneous use by different user groups with different expectations and different levels of activity. It must support the needs of individuals ranging from children to seniors, offering a quiet sanctuary for individual reading, research and reflection. It must also support groups, both small and large, serving as an attractive destination point for families, teens and seniors.

The design of the LL&LC needs to reflect the Lafayette community's values and priorities. It must be both functional and architecturally sound, attracting community members of all ages and cultures, a place that people are drawn to, to linger and to browse. The facility's design and entrance must signal that the visitor is arriving at the heart of the community. The building also needs to reflect the principles of sustainable architecture – a facility that is durable and energy efficient while imposing minimal impact on its surroundings and responsive to its site and its community.

The LL&LC will make extensive use of electronic technologies to provide service. The design needs to incorporate computer workstations and other electronic devices comfortably throughout all spaces, both public areas and staff work spaces. Spaces throughout the building should be designed and materials selected to be “wireless friendly,” to support use of wireless technology and electronic handheld devices, both LL&LC-supplied and customer-owned.

A flexible and modular design is a key element for both public and staff spaces. The LL&LC must be designed to accommodate the collections, furniture and equipment in current demand as well as the collections and equipment of the future. Its space and layout must support the increasing amount of use anticipated over the next forty years and beyond.

### **B. Exterior and Site Issues**

#### **1. Approach and public entrance to the building.**

The exterior must be clearly recognizable as a public library and community center. The Entrance and Lobby must be easily accessible from the outside plazas and parking garage, surface parking lot and designed to prevent drafts or exterior noise from intruding into the interior spaces of the building. The interior of the LL&LC should be visible to those passing by and act as a magnet to draw visitors into the building. Walk-off mats should be installed in the Lobby to facilitate the removal of dirt and debris from visitors' feet prior to their entrance into the main public space of the building. Durable, attractive trash receptacles for public use are needed in accessible locations along the path toward the Entrance.

#### **2. Delivery and staff entrance.**

The delivery vestibule needs to be accessible to the staff work areas, well lighted, and accessible from parking allocated for the use of staff.

#### **3. Exterior signage.**

A highly-visible exterior sign with the name of the LL&LC needs to be located prominently outside the building, in keeping with the building's design and clearly visible to passersby both day and night. Exterior

directional signage should be placed at key entry points – Lobby / Entrance, Community Meeting Room, the parking garage entrance and the Friends of the Lafayette Library (Friends) used book store. It is also recommended that the LL&LC web address/URL be prominently displayed on the exterior of the building, to be visible from the street. In addition, an exterior sign affixed to the entrance doors is required indicating the LL&LC hours and whether or not the LL&LC is open or closed.

#### **4. Exterior water and power access.**

Provide weather- and tamper-proof water and electrical power outlets on all major exterior sides of the building, including several outlets adjacent to the building's public and staff entrances, to facilitate maintenance and to support outdoor events sponsored by the LL&LC and the community. Provide recessed, locking hose bibs for the exterior of the building.

#### **5. Landscaping and outdoor reading areas.**

Provide low-maintenance, drought-tolerant native species for the exterior landscaped plantings, sloped away from the building. Avoid massed plantings or severe gradients that block windows or sight lines or that may become hiding areas. Integrate landscaping with outdoor plazas, parking areas, walkways and traffic lanes. An underground sprinkler system with a computer-controlled timer and rain sensor is required.

Link the interior spaces to the site and to adjacent trees and landscaping through windows at grade and/or at the clerestory level. An outdoor reading area or patio is desirable, as long as it is located outside the security point. This space may be considered as a possible location for LL&LC and civic programming. Visitors may be allowed to eat and drink in outdoor spaces.

#### **6. Lighting.**

Lighting levels in parking areas should conform to recommendations in the I.E.S. Lighting Handbook, 2000. For surface parking, provide 0.2 foot-candles minimum, measured horizontally at pavement level, and no more than a 20-to-1 maximum/minimum ratio. For parking garage areas, provide a basic luminance level of 1.0 foot-candle minimum, measured horizontally on the parking surface, with no more than a 10-to-1 maximum/minimum ratio. Ramps should maintain a 2.0 foot-candle level. Garage entrance areas should provide a high luminance level for the first twenty meters inside the structure, at a minimal 50 foot-candles, to effect a transition from bright daylight to a lower internal level.

In pedestrian areas, light any steps, ramps, paths or doorways to ensure safety. Light sources should be high-density discharge, metal halide lamps, designed with vandal shields and controlled by photocells interfaced with the building's lighting control system and equipped with an override switch. Exterior lighting needs to comply with any City standards but not specified to be excessively bright, disturbing neighbors and contributing to night sky pollution.

#### **7. Maintenance.**

Exterior building finishes must be durable, and not require frequent painting or staining. Finishes such as high quality masonry, pre-cast concrete or similar products are preferable to wood or stucco. Vandal resistant finishes are essential. Application of a non-sacrificial graffiti retardant coating to all appropriate exterior surfaces from grade to a height of at least twelve feet is required as is the incorporation of features that deter skateboarding and rollerblading.

## **8. Materials return drops.**

Library customers need to be able to return materials they have borrowed at all times, whether or not the LL&LC is open. An exterior return drop-off point will be available to facilitate convenient return of materials, accessible in the parking garage. In addition, an interior drop-off point will be located adjacent to the Entrance.

The interior return drop will be connected via a short conveyor belt to automated check-in and sorting equipment in the Sorting and Returns area. The automated equipment will consist of a 3M™ Digital Smart Check unit and a 3M™ Digital Smart Sorter with three sorting bins attached. The drop-off points for these units must be located at an interior wall accessible to the staff's Sorting and Returns area, in a location that is on the main incoming path of travel and close to the Accounts Desk. An additional automated return drop-off is needed on the parking garage level of the building. This unit will be self-contained on the lower level of the parking garage. Library staff will empty the bins at this location on a daily basis, and wheel the bins to the Sorting and Returns Area via the elevator.

The dimensions and the environmental, power and data requirements of this equipment are included in Appendix H. The Architect and City and County staff will work directly with 3M™ technical staff during the design development and construction documents phases of the project to ensure adequate coordination in planning for this equipment.

A separate receiving space for used books and other donations is needed adjacent to the Friends' book store work area.

## **9. Parking and vehicular access.**

**Bicycle parking.** Provide bicycle parking for up to twenty bicycles outside a public entrance. Ensure that the racks are visible and are designed to meet current security standards for bicycles.

**Automobile parking.** Provide approximately 75 to 100 parking spaces for visitors - 3 to 4 parking spaces per 1,000 gross square feet of building. At least 85% of the parking spaces need to be dedicated, with adjacent street parking providing up to 15% of the total. There must be an adequate number of properly located and marked disabled access parking spaces, as required by code, and curb cuts and ramps must meet requirements of the Americans with Disabilities Act (ADA). Parking designated for staff needs to be located adjacent to the staff and delivery entrance.

Design parking areas to fit into the site context, avoiding a layout that makes the parking area the most prominent visual feature of the site. Provide shading to the surface parking lot and consider use of pervious material instead of paving in some areas, to lessen the impact of the parking lot on the environment.

**Service vehicles.** Provide two parking spaces adjacent to the staff and delivery entrance for delivery trucks and other service vehicles.

**Parking traffic patterns.** Design the parking lot with clear entrance and exit patterns to avoid vehicular traffic congestion. Include three to four short-term parking spaces adjacent to the exterior materials return drop for customers who are returning materials but do not plan to visit the LL&LC.

**Passenger pick-up and drop-off.** Provide a convenient, safe and sheltered area close to the place that visitors may be picked up or dropped off. This area needs to be away from the main vehicular traffic lanes of the parking lot.

## **10. Roof.**

The roofing system must be designed to last a minimum of twenty years, with a roof pitched to facilitate rain runoff. Consider design strategies and building materials that reduce roof temperatures, including a reflective roof cap to enhance energy conservation.

Avoid mounting building systems equipment on the roof, if possible. If this is necessary, the equipment needs to be screened from view and access must avoid accidental damage to the roof membrane or any other building element located on the roof. Roof drainage must be diverted away from the building, walkways, parking lot and any outdoor plazas.

## **11. Safety and security.**

Ensure that public access areas, the staff and delivery entrance, and walkways outside the building are well lighted, level with the parking area, open to view, with a slip-resistant surface and oriented so that pedestrians may enter and exit the building without crossing vehicular traffic lanes. Visitors should be able to enter the building without climbing steps.

Avoid setbacks or exterior alcoves along the perimeter of the building that might become lurking areas. Slopes, if necessary, should be gradual. All exterior surfaces and areas should be designed to minimize skateboarding or rollerblading activity.

## **12. Trash receptacles and recycling.**

Locate space at the building exterior adjacent to, or easily accessible from, the delivery vestibule for enclosed large-scale trash receptacles and recycling containers. Ensure that trash receptacles are screened from view, can be secured and do not offer access to the roof. These fixtures must also be easily accessible to garbage pickup trucks, with a level or ramped path of travel from the delivery vestibule.

## **C. Interior Issues**

### **1. Acoustics.**

The maintenance of appropriate sound levels and acoustical separation between the various parts of the LL&LC is essential. Use all available architectural and design techniques to achieve these goals so that children, teens and adults may use the facility simultaneously without disturbing each other. An acoustical consultant will be retained by the architect to assist in appropriate design decisions and finishes selection. Noise levels within the building must be in compliance with levels recommended for the “work/study” building category in the Encyclopedia of Acoustics (see Appendix G: Planning Authorities Used and Sources Cited). Consider the acoustical impact when specifying and locating new mechanical systems, lighting and plumbing fixtures for the building. Mechanical rooms and ductwork should be well insulated and acoustically baffled, if necessary.

### **2. Art work and display.**

If public art is incorporated into the building, the Architect and City and County staffs should engage the community in a collaborative effort during the design phase of the project to identify and initiate art projects that can be incorporated into the building’s design. Avoid works of art that require floor space that could otherwise be used for LL&LC operations, that impinge on clear paths of travel or that require a significant maintenance effort or seismic bracing. Locate art to avoid the possibility of vandalism or include vandalism protection as part of the art itself.

Just as important as public art, gallery space for rotating exhibits of art by community members is desirable as are display cabinets/cases to accommodate LL&LC and other educational and cultural exhibits by community members and groups.

A donor recognition wall is also required, in the Lobby or an adjacent, high visibility area.

### **3. Audiovisual systems.**

Each room used for meetings or training should have the ability to provide Internet access, computer screen image projection, slide projection, wall-mounted video monitor display, and cable TV reception. In addition, video conferencing and video projection from a ceiling mounted projector are needed in the Community Meeting Room and Library Arts & Science Discovery Center.

### **4. Building finishes.**

Use durable building finishes that will stand up to years of heavy use and that contribute to an environmentally sound building. Consider giving preference to building materials that have a favorable life cycle assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials, renewable materials, materials made of certified wood or other materials that are considered sustainable.

Avoid surface treatments that require waxing, polishing, frequent repainting or refinishing or have special cleaning requirements. Select finishes that are washable and vandal resistant. Install corner guards at all appropriate locations in both public and staff work areas and chair rails on walls adjacent to areas where book trucks may congregate.

### **5. Clocks.**

Locate wall-mounted clocks in each major public area, including the Community Room, Library Arts & Science Discovery Center, Group Study Rooms, Technology Lab and Homework Center and in the staff work areas. A low maintenance, centrally controlled, electronic analog clock system is highly desirable. Clocks should be visible from each service desk.

### **6. Disabled access and ADA compliance.**

The building must meet or exceed the guidelines set forth in ADA. The design should consider these guidelines broadly, with the understanding that many people with temporary disabilities or with physical limitations that do not consider themselves disabled will use the LL&LC.

### **7. Drinking fountains.**

Public drinking fountains need to be ADA-compliant, located outside security in the Lobby adjacent to Public Restrooms and adjacent to the Family Restroom in the Children's Service area. Wall and floor finishes adjacent to drinking fountains should be water resistant and non-slip.

### **8. Electrical power, cabling and distribution.**

Equip the building with a flexible, universal electrical and telecommunications distribution infrastructure that will support the current and future wiring and cabling needs. As a basic rule of thumb, size the wiring and cabling capacity to accommodate twice the number of computer workstations and peripheral devices that

are planned for installation on opening day. Locate distribution point(s) so that horizontal cable runs do not exceed a maximum of 300 feet.

Over time, the LL&LC must be able to reconfigure the placement of electronic equipment throughout the public space of the building to meet changing service needs. Communications outlets/faceplates must accommodate both voice and data applications. Customers need to be able to plug in a laptop computer or an equivalent electronic device at as many locations within the building as possible. Therefore, consider cellular deck or raised flooring (Walker Duct™, Flexspace Cablefloor™ or equivalent products) in selected areas of the building, particularly in areas that need the flexibility to add or relocate equipment and furniture that require wiring and cabling.

Electrical closets, conduits and raceways must be sized to house electrical and cabling needs for all building systems, including electrical power, fiber optic and coaxial cable, telecommunications, security and emergency wiring and any other systems required. Electrical power for computers and other electronic equipment must be “clean” to ensure a reliable level of power distribution

To take advantage of continued improvements in network technology and to avoid any incompatibilities between the building’s cabling system and the computer equipment to be installed, final cabling specifications should be timed to coincide with final equipment selection, within 12 to 18 months prior to opening day. This will help avoid obsolescence problems that might result from specifications completed too early in the project.

**Cable TV / Satellite.** The building needs to be equipped with a cable TV or satellite television distribution system with drops provided in the Community Meeting Room, the Library Arts & Science Discovery Center, Technology Lab, Homework Center, Group Study Rooms, Storytelling Space and Staff Lounge.

**Wire management.** Employ concealed wire management strategies at each workstation for the public and the staff and at each service desk. Allow easy access above or at the work surface to power and to internal and external networks. Both permanent computers and customers’ laptops must be supported. There must be no exposed wiring on the floor or hanging from furniture. The data and power interface between the building and furniture must be easy to use, difficult to damage and tucked away from traffic. Conduit must be sized for at least Enhanced Category 5-E (100Mbps) universal twisted pair copper. Outlets need to be color coded for voice, data and other systems.

Provide electrical and data wiring and cabling in the Community Meeting Room, Library Arts & Science Discovery Center, Technology Lab, Homework Center, Group Study Rooms, Storytelling Space and Staff Lounge to support online interactive demonstrations and instruction, distance learning capability, video projection and sound reinforcement, including the use of assistive listening devices.

**Wireless communications.** Design the facility and specify the electrical system to support wireless connectivity throughout as much of the interior spaces as feasible. Staff and public spaces must accommodate wireless devices without “dead spaces.” Ceiling/plenum areas must support both power and data cabling to connect wireless base stations in the future. Additionally, electrical circuits in staff areas must be adequate to support multiple equipment recharge stations.

**Data network.** The data network requirements are extensive and will require standardized jacks and cabling support systems. The wiring must be color-coded, tamper-resistant, numbered and easily accessible by the staff, but not accessible to the public.

Network security and access control are critical. Network access from the Community Meeting Room and other areas available for after-hours use must be isolated from the internal data network.

**Telephones.** Telephone access is required at service desks, in the Friends and Lafayette Historical Society (LHS) spaces, at each staff workstation. Internal telephone connections are required in the Community Meeting Room, and other meeting and programming spaces. The telephone system will be specified in collaboration with the City and County staffs during the design phase of the project. Friends and LHS telephones need to be separate lines for outside calls.

**Public telephones.** Locate telephones for the public outside the building, adjacent to the Lobby/Entrance.

## **9. Energy conservation and sustainability.**

The Project Architect will work with the City and County staffs to plan a building that will create a physically comfortable working environment for the public and staff alike and meet or exceed the provisions of Title 24, California's Energy Conservation Code. The energy use strategies employed in the building design should not only minimize the building's dependence on energy but also strive to improve the sources of the energy that the building consumes.

**Life-cycle costs.** Building design strategies for the building's orientation, energy management system, air distribution system, windows, lighting, and building materials should be considered on the basis of their contribution toward lowering overall life-cycle costs of the building without reducing the functionality of the building as a library. Programmable thermostats should be included in the building's HVAC specification.

**Solar design.** The use of passive solar energy design in the building is encouraged, to the extent that is economically feasible, to introduce ambient natural light into selected areas of the building while winter heat loss and summer heat gain are minimized.

**Occupancy sensors.** Consider timed occupancy sensors in sporadically used spaces, such as private offices and restrooms, both public and staff.

**Photo sensors.** Consider use of photo sensors to control lights in reading areas adjacent to sources of natural light.

## **10. Flexibility, modularity and expandability of design.**

The building design should be an open plan and modular with interior load bearing columns and a minimum of interior walls to maximize flexibility and openness. Over time, it must be possible to relocate the book stacks within the library as the public's service needs evolve. Floor loading capacity, therefore, must be sufficient to support shelving for the collections at 150 pounds per square foot throughout the public spaces.

Flexibility should be a prime consideration in the design of every aspect of the building, including lighting, heating and ventilating systems, electrical power distribution and cabling.

A rectangular configuration of space is highly desirable to allow for maximum efficiency and functionality in the placement of shelving and furniture. Avoid circular or eccentrically shaped spaces if they will house shelving for the collections.

## **11. Floor coverings.**

Floor coverings should be both attractive and durable. Rolled carpet with a low narrow loop for low maintenance and with a life expectancy of twenty years is the preferred floor covering for most public and

staff spaces, rather than carpet squares. The Architect will discuss the choice of floor coverings with City and County staff prior to specifying any products.

Hard surface floor coverings, such as vinyl, composition tile, ceramic tile or stone, as affordable, rather than carpet, should be considered for the following areas. Non-skid finishes are required on hard surface flooring, especially in areas such as the Lobby.

- Lobby / Entrance
- Community Meeting Room
- Library Arts & Science Discovery Center
- Homework Center
- Restrooms
- Service desks and high circulation areas
- Copy machines
- Storage and supplies areas
- Delivery vestibule
- Building maintenance area
- Custodial storage
- Kitchens in Community Meeting Room and Staff Lounge
- Friends' book sorting space

## **12. Electronic workstations for the public.**

Electronic, computer-based resources are a basic and integral part of services and programs. The library's collections are accessible through an online catalog. An expanding number of indexes and reference tools is available to the users over the Internet. Internet access is available to both public and staff through computer workstations.

This aspect of library service is evolving rapidly. Services and technologies considered at the cutting edge one year are eclipsed regularly by newer, more powerful services and technologies. The LL&LC must have an electrical and data cabling distribution infrastructure that supports the placement of electronic workstations of many types throughout the building's spaces as technologies evolve. The building must also support wireless connectivity throughout the interior spaces, to the extent feasible within the space layout.

In the public spaces of the building, individual workstations are required that can support whatever electronic devices are needed. These may be computer workstations that offer word processing software, PCs that offer access to specialized software via CD-ROM, or an express checkout workstation. In addition, many of these units will have attached peripheral equipment, such as printers.

Because planning for this technology involves so many unknowns, the program includes space for generic workstations that can accommodate any of these equipment types, in the following categories:

- Stand-up units, with either no printer or with a compact printer, and a CPU that is mounted under the work surface. These workstations are intended for quick, specific searches of the catalog rather than for extended browsing or research. Each unit is programmed at 25 square feet.
- Sit-down units, for more extended use of the online catalog and other electronic resources, Internet searching or similar uses, at a computer workstation with a CPU mounted under the work surface. Compact printers will be located at some workstations, while others will be connected to networked printers. Each unit is programmed at 35 square feet. Technology Lab workstations have been programmed at 40 square feet.

All equipment must meet or exceed ADA guidelines and include sufficient clear horizontal work surface space for the user to take notes, operate a mouse or other cursor control device and otherwise effectively operate the equipment at the workstation. The orientation of each unit must consider avoidance of screen glare, and must maintain a balance between visual surveillance from service desks to deter vandalism of the computers and a measure of privacy for the user.

### **13. Lighting and fenestration.**

The lighting quality is a prime design consideration. Lighting must be uniform throughout each space, without glare or contrast. Indirect lighting in all spaces is preferred. Energy conservation requirements must be achieved while lighting levels and light quality are retained.

**Lighting levels.** Lighting levels should meet recommendations in the 2000 Illuminating Engineering Society Handbook. These recommendations are expressed as maintained levels; calculations should include appropriate light loss factors.

- Reading and public access computer areas: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, for a combination of ambient and task lighting of 50 foot-candles.
- Book stacks: 6 foot-candles minimum at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be parallel or perpendicular to the stacks as long as these lighting levels are achieved.
- Service desks: 40-50 foot-candles average, measured horizontally at countertop, carefully coordinated with computer terminal screens and orientations to avoid glare.
- Conference/study rooms: 30-40 foot-candles average, measured horizontally at desktop.
- Staff work area: 50 foot-candles average, on desks and work tables, measured horizontally at desktop.
- Community Meeting Room and Library Arts & Science Discovery Center: 30-40 foot-candles average, with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note-taking during audiovisual presentations. The note-taking lights should not spill on to the projection screen.
- Telecommunication / Server Room: 90-100 foot-candles at 36" above finished floor. Bottom of light fixtures in this space must be 9 feet above the finished floor.

**Lighting fixtures.** Lighting fixtures should be full spectrum and need to effectively control glare through shielded parabolic louvers in down-lights, up-lighting and other techniques. Indirect lighting throughout the building is preferred.

**Light sources.** Light sources should be fluorescent for general use. Long fluorescent lamps should be T8 lamps in warm, medium or cool color, with a color-rendering index of 82, with T5 lamps specified whenever appropriate due to their increased energy efficiency. High-output T5 lamps should be considered for indirect lighting but not for down-lighting. Compact fluorescent lamps should have warm, medium or cool color similar to long fluorescent lamps. Use electronic ballasts whenever possible.

Consider incandescent lamps only for use in spaces where no other type of light source can meet the space's needs, due to small fixture size, easy dimming, precise beam control or for historical accuracy. For general use, avoid this type of light source due to life-cycle costs.

Minimize the number of different lamp types used in order to simplify maintenance and economize on lamp stocking. Use standard lamp types. Avoid placing light fixtures in locations that are difficult to access or in locations that require special scaffolding for access

Task lighting is desirable in the public areas, and should be durably constructed, affixed to the furniture, does not obstruct staff ability to monitor the space and is designed to spread the light evenly across the surface it illuminates.

**Daylighting and fenestration.** Make use of daylighting design principles whenever feasible to reduce energy costs and to enhance building sustainability, but not at the expense of the preservation of materials. Ensure that direct sunlight does not come into contact with materials, display areas, computer screens, or seating areas. Consider ultraviolet filter treatments on windows into areas that house materials. Locate book stacks so that direct sunlight does not fall on the shelves.

The introduction of ambient natural light is a serious consideration in ensuring that the building's interiors offer an aesthetically pleasing environment. This light, however, should not be intrusive. Strategies such as clerestory windows or interior light wells will be highly preferable to skylights.

Design the building envelope and locate glazing and windows with sustainability in mind. Avoid massed south-, east- and west-facing windows to minimize solar heat gain. Consider exterior shading devices to block direct solar rays and diffuse daylight.

**Lighting controls.** All lights, including task lighting, should be controlled by a programmable timer system that is flexible and can be manually overridden. Include a master control station at a location to be determined. Locate controls for the public areas at the Accounts Desk. Include an intelligent lighting control system in the Community Meeting Room. The light control switches and panels should be conveniently accessible to staff, but not accessible to the public. Carrel lights, table lamps and other task lights should be fed from circuits controlled by the lighting control system.

Circuit breakers and light switch panels should have permanent labels identifying the light circuit for each switch or breaker. Light switches in public areas should be kept at a minimum. Light switches at ADA height should be equipped with control features to avoid tampering. All light controls should be conveniently located and many will need to be controlled by a rheostat so that the lights are dimmable. Consider motion-activated lights in limited-use spaces such as Group Study Rooms.

**Emergency and exit lighting.** An emergency lighting system must be incorporated into the lighting plan. Emergency lighting is especially important in those libraries that make extensive use of high intensity discharge (HID) lights.

Emergency and exit lighting must meet all applicable state and local codes. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit and emergency warning system should include lights for the deaf. Emergency lighting should last at least one hour and direct staff and customers to the exit(s). There must be a means of testing the emergency lighting without triggering security or fire alarms.

**Lighting plan review.** During design development, the City and County staff will require a lighting plan review once the furnishings and equipment layouts are completed. This plan should show all ceiling and

wall-mounted fixtures as well as any task light fixtures that will be used. Each type of fixture should be identified on the plan and a catalog cut sheet showing a picture and the specifications for each fixture should be provided for review by the Architect.

#### 14. Maintenance.

Design the building to require low maintenance, both inside and outside. This is a prime consideration for the selection of building materials, finishes, mechanical systems, furnishings, and equipment.

All spaces must be easily cleaned and designed to withstand continual public use. Avoid finishes that require frequent painting, polishing, waxing or the necessity to treat any surface. Design the building so that exterior windows can be cleaned and interior lights can be changed using hand equipment without scaffolding. All materials and products should be specified as standard sizes and colors for economical replacement. The same materials and products should be used throughout the building, to the extent possible.

Plan for trash and recycling receptacles in all public and staff spaces.

**Surplus materials stock.** Extra stock of all materials used, such as acoustical ceiling tiles, lamps and lighting fixtures, carpet, vinyl and ceramic tile, is required. The construction documents need to specify the amount of extra stock for each item.

#### 15. Mechanical systems.

**Air distribution system and humidity and temperature criteria.** An air distribution system that ensures good natural air circulation is required. Ventilation units need to be zoned according to use, room orientation, and hours of operation. Exhaust fans need to be provided for restrooms and kitchen areas. Electrical and telecommunications rooms need to be provided with air-conditioning and with backup mechanical ventilation units, as needed. An energy efficient boiler is needed for all heating requirements.

The HVAC system should utilize electronic controls and allow remote monitoring and control. Provide access for mechanical maintenance and repairs at the building's exterior. Mechanical areas for air handling units should be open and provide sufficient free space for proper air flow and maintenance. The area must be carefully located and treated to mitigate acoustical impacts on the surrounding environment.

Avoid locating mechanical equipment, ductwork, waterlines or connections over shelving areas or above the Telecommunication / Server Room.

##### Design Conditions:

<u>Exterior</u>	<u>Interior</u>
Summer (ASHRAE* 0.1% design day)	75 degrees F +/-2 degrees F
Winter (ASHRAE 0.2% design day)	70 degrees F +/-2 degrees F
Relative Humidity	50% +/-10% RH

*Source: American Society of Heating, Refrigerating and Air-Conditioning Engineers*

**Indoor air quality and energy conservation issues.** Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. An analysis of energy life-cycle costs is strongly recommended. Ensure that spaces with equipment that emits significant airborne particles, such as photocopy machines, or generates odors, such as kitchen equipment, are vented separately or directly to the outside.

Locate and orient windows and doors on the building perimeter, and specify window treatments, to minimize heat gain or loss within the building. Consider natural ventilation strategies, as well as active, in the design of spaces, including under-floor air or displacement ventilation.

**Building commissioning.** Consider a rigorous building commissioning process at the end of construction to ensure that the building and its systems function as intended by design.

**Maintenance issues.** Specify mechanical systems equipment for the building with replacement parts available from a local supplier.

Rotating and reciprocating equipment should be isolated by means of noise and vibration isolation systems to prevent transmission of noise and vibration. Penetrations of acoustically-rated partitions shall be sealed with acoustically-rated sealant. Areas considered sensitive to noise need to be provided with acoustically-treated ducts. Each plumbing fixture should be equipped with a separate shut-off valve and in a location conveniently accessible to maintenance staff.

**Plumbing and restrooms.** Restrooms must be easy for the public to find, ADA-compliant, designed for durability and resistant to vandalism. The main Public Restrooms need to be accessible from the Community Meeting Room and Library Arts & Science Discovery Center whether or not the library is open. Single occupancy restrooms for the public should be avoided, with the exception of the family restroom for parents with small children in the Children's Service area. The Family Restroom must be equipped with a lock override to allow staff to help children who accidentally lock themselves in the restroom.

Energy efficient fixtures, such as sensor faucets, should be specified and alternative strategies, such as gray water plumbing systems, should be considered. Fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted. Floor and wall coverings should be a hard surface from floor to ceiling, such as ceramic tile, with the floor coved at the point it meets each wall. Each restroom must have a sloping floor drain and one hose bib.

Restrooms must be ADA-compliant and equipped with entry doors that enable people in wheelchairs to easily enter and exit. Vandal-resistant materials and finishes throughout each restroom are a prime consideration.

Restrooms must be separately vented and acoustically separated from adjacent spaces.

#### **Restroom fixtures.**

- Durable, graffiti-proof fixtures and partitions are required.
- Each public restroom requires paper towel dispensers, which should be mounted adjacent to or over the counter to avoid dripping on the floor.
- Waste receptacles must be recessed and/or wall-mounted.
- Hand soap dispensers must be tamper-proof and mounted directly over sinks to catch soap leaks and avoid water drips on the floor.
- Soap dispensers should be counter-mounted, not imbedded within the sink itself.
- Each public restroom requires a baby changing counter as well as a purse/parcel shelf and coat hook in each stall.
- Timed automatic shut-off of water flow.
- Low-flush toilets.
- Mirrors need to be vandal resistant and scratch proof.

## **16. Openness and sight lines.**

The building must be able to operate efficiently. Staffed service points will be kept to a minimum and staff stationed at these locations must be able to monitor the maximum amount of public space from the service desks. Enclosed areas out of public/staff view must be avoided. Non-public areas must be secure, so that the public cannot enter these areas undetected.

## **17. Public address system.**

There should be a public address system so that the staff can make announcements to the public. The PA system will be used to announce the closing of the library as well as emergencies and should be a part of the building's telephone system. The PA system must be able to be heard in every part of the LL&LC including restrooms, storage rooms, loading docks, custodial work spaces and staff offices. The main PA system will require three zones, for the public area, staff area and all-call. A separate PA system will be required for the Community Meeting Room. The main system must have selective broadcast capability to allow messages to be blocked from certain spaces, as needed.

## **18. Safety and security.**

The building must be designed to ensure the safety and security of both public and staff. Public spaces must be well lighted with a minimum of areas outside direct visual control by staff at service desks or away from regular paths of travel. Service points must be oriented to allow staff at each service point to see staff at the other service points. Public service spaces in separate rooms, such as the Group Study Rooms, need large, unobstructed windows facing the public space to enable effective monitoring of activity within them by both staff and the public.

**Building safety.** The public spaces into the library areas must have only one public entrance and exit point. The Community Meeting Room and Library Arts & Science Discovery Center need to be directly accessible from the main entry plaza, whether or not the library is open. The Friends' and LHS' spaces will be independent of the other spaces and need to be directly accessible from the exterior of the building.

Doors into staff spaces and controlled access public spaces must lock. The building design must protect against unauthorized access to the roof, upper windows or exterior ledges. Potential entry points, such as windows, doors and vents, must be protected to prevent illegal entry.

A building intrusion security alarm system is required, with control points at the staff and delivery entrance and at the Delivery and Staff Entrance. The intrusion system needs to monitor all exterior windows and doors and the interior spaces.

The security system must accommodate separate use of the Community Meeting Room and Library Arts & Science Discovery Center during hours that the LL&LC is closed.

**Public and staff safety.** The safety of the public and staff should be ensured and designed to meet all state and local safety codes. Safety glass should be utilized where necessary and appropriate. Heavily used walking surfaces both outside and inside should be made of non-skid materials that are durable and attractive. The design of the furniture and casework should avoid sharp corners, especially in the Children's Services area.

**Library materials security system.** The building will be equipped with a library materials security and circulation system that utilizes radio frequency technology (RFID). The theft security system must be compatible with automated check-in and sorting equipment and with express checkout equipment.

Customers will be able to carry deactivated material they have checked out past the security system sensors. If the material carried out has not been deactivated, an audible alarm will sound.

The security sensors need to be located close to the Information Desk, which will operate as the Accounts Desk as well, so that the public can exit only through this exit. Layout of this system needs to be carefully coordinated with staff and vendor technical staff during the design phase to ensure that the desired security level is achieved and that lateral clearances are maintained between the portals, nearby electronic equipment and any metallic material to avoid interference with circulation operations.

## **19. Service desk.**

The Accounts Desk will be a prime point of contact between the staff and the public. This Desk must be visually prominent, welcoming and spacious. The amount of space allocated for each staffing position at the desk is 50 square feet. This space includes the position's furniture and equipment, space for the staff member to sit or stand and the space for the public to sit or stand as they interact with the staff member.

The Desk will have three staff positions, two for accounts and circulation functions and one position for information services functions. The desk design and signage over the desk need to ensure that these two functions are clearly identified.

The Accounts Desk positions should be counter height, approximately 34" to 39" high. The Information Service position should be at desk height, approximately 29" to 30" high.

The Desk must be oriented so that staff at the desk faces customers as they approach the desk for service, with generous queuing space for the public. The staff member at the information services position will serve customers of all ages – children, teens, adults, senior and those with disabilities. The desk needs to be placed to enable the staff at the desk to monitor activity throughout the library spaces. The Desk's design must be flexible to accommodate new equipment and reconfigure each staff position as service needs change.

The Desk must be equipped with:

- Counter tops of a durable, vandal-resistant, easily cleaned material (Corian™, Nevamar™ or equivalent).
- A shelf on the public side of the desktop, at least 4" deep, for customers to place belongings while they transact business.
- Toe space at the foot of the desk, at least 4" deep, to accommodate comfortable standing room for customers while they face the desk.
- Concealed wire management for all equipment placed on the desk counter or within the desk.
- Shields at the rear of each computer workstation and cash register to conceal exposed wiring.
- Box, file, and pencil drawers, pigeonholes, knee spaces and other features at each staffing point, to be decided during the design phase of the project in collaboration with staff.
- Floor cushioning on the staff side of the Desk, level with the surrounding floor.
- Counter depth of approximately 30" to accommodate computer terminals, keyboards and peripheral equipment with an allowance so staff can achieve an ergonomic position at each service point.
- Storage space behind the counter and to the side of each staff knee space to house computer equipment.
- Computer monitor swivel bases at each desk.

The Desk must be designed to discourage the public from entering the space behind the Desk. Staff, however, needs to be able to move quickly and efficiently from behind the Desk into the public areas. Large-scale signage, visible from a distance, will identify each service point.

Correct ergonomic design is a prime consideration. Each staffing point must adhere to appropriate ADA and ergonomic design standards. Actual dimensions and specifications for each desk must be determined after detailed discussion with County staff during the design phase of the project.

## **20. Shelving.**

Shelving to house the collections, unless otherwise stated, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California.

Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Epoxy powder finish is preferred over enamel coatings. Final specification of shelving should include testing for compatibility with wireless data transmission in stack areas.

Shelving uprights will be standard heights of 90" (maximum of 6 shelves and a base shelf), 72" (maximum of 5 shelves and a base shelf), 66" (maximum of 4 shelves and a base shelf) and 45" (maximum of 2 shelves and a base shelf). Any exceptions to these heights are noted in the program.

Standard shelf depth will be 8" and 10" and bases 12" deep. Variations from these depths are noted in the program. Reference shelving and picture book shelving, for example, will be 12" deep with a corresponding increase in the width of the base.

The total amount of shelving programmed, as outlined in Appendix B: Lafayette Library & Learning Center Collections and Shelving, is intended to house the collection at the size it is expected to reach in the year 2020.

Main aisle widths in public spaces should be 60", with 42" aisle widths between standard stack ranges and 48" wide aisles for high-use collections such as compact discs. In staff access spaces, 36" to 42" wide aisles will be sufficient. Changes in code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6 to 8 sections each are preferred. A transverse aisle break of a minimum 44" to 60" to separate ganged sections is strongly recommended. Ranges should be laid out in clusters that are logical to the first-time user, so that a systematic stack range numbering system can be employed, to allow a logical arrangement of the collections. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

Shelving at 45" and 66" heights, other than picture book shelving, will require canopy tops. Picture book shelving will have a sloping display shelf at the top of each section. Ninety-inch and 72" high shelving will require canopies only if located in areas of the building in which they can be viewed from above. All public area shelving will require stack end panels with stack signage at each end, kick plates and top plates, with slat wall attached to stack ends throughout the collection to allow staff to display books. All specialty shelving and shelving accessories must be integrated with the overall shelving system.

Shelving equipment needs to be specified and designed with wireless technology in mind. Stack ends, canopies and any other elements surrounding the shelving that are fabricated from wood or laminate are highly preferred.

Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the open spaces of the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Book ends and shelf dividers must accommodate various sizes of materials and must be able to move easily when shelves are being rearranged. Book ends or stops will be specified later in the project, along with the shelving. Shelves must have a rear edge back stop to prevent items from falling behind the shelf. Staff will specify the location of tilted shelves, as required.

Typical shelving types programmed for the building are:

Height	Shelves/Section		Collection
90"	7		Adult Fiction, Nonfiction, Reference
66"	5		Children's Books, Audiobooks, DVDs
72"	5	Slanted	Magazine Display
66"	6*	Inset spinners	Paperback Display, "roto-tower" type
45"	3		Ready Reference Books, Picture Books
66"	5	Tilted shelves	Videos
66"	4	4 browser bins	Compact Discs
66"	4	Slanted	Children's Magazine Display
72"	6	With Plexiglas inserts	Newspaper Display
66"	2	2 browser bins	Children's Compact Discs
66"	3	3 rods maximum	Children's AV Kits

*\*tiers on spinners*

See each space's description, as well as the charts in [Appendix B: Lafayette & Learning Center Collections and Shelving](#), for the exact amount and location of each type of shelving.

Shelving specifications must include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, type of bracing, vendor responsibility for inspection of shipments, installation, etc., and the length of time price quotes remain valid.

## 21. Signage and wayfinding.

The LL&LC requires a consistent, easily understood and effective signage and wayfinding system throughout that includes the use of both architectural elements and graphic features. The system should employ clear, logical hierarchies that allow visitors to find their way, remember and communicate directions to others. Major directional and identification signs, such as signs used to identify service desks, need to be highly visible from the direction of most frequent approach, at least eight feet clear from the bottom edge of the sign to the floor and vandal-resistant.

The City anticipates that various spaces within the building will be named for major donors. Signage must be designed to accommodate donor recognition as well as space identification.

The sign system must be designed in coordination with the interior design of the building, and integrated with the space planning, the reflected ceiling plan and the lighting plan. The signs should not be separately developed and inserted independent of the lighting layout and interior design.

Signs must be easy to move and change as interior spaces shift over time. Signage should be specified so that staff can modify and reinstall signs to reflect changes in layout of the collections and services. A floor plan / building directory is needed in the Lobby that shows the major areas of the building.

## **22. Staff workstations and offices.**

The Library Manager will be assigned a private office. Other staff will work at counter workstations located in the Staff Work Room. Full time staff will be assigned a workstation. Part time staff will share a workstation or use the worktable in the Staff Work Room. Some workstations may be made available for common use, housing equipment that more than one staff member uses.

## **23. Storage.**

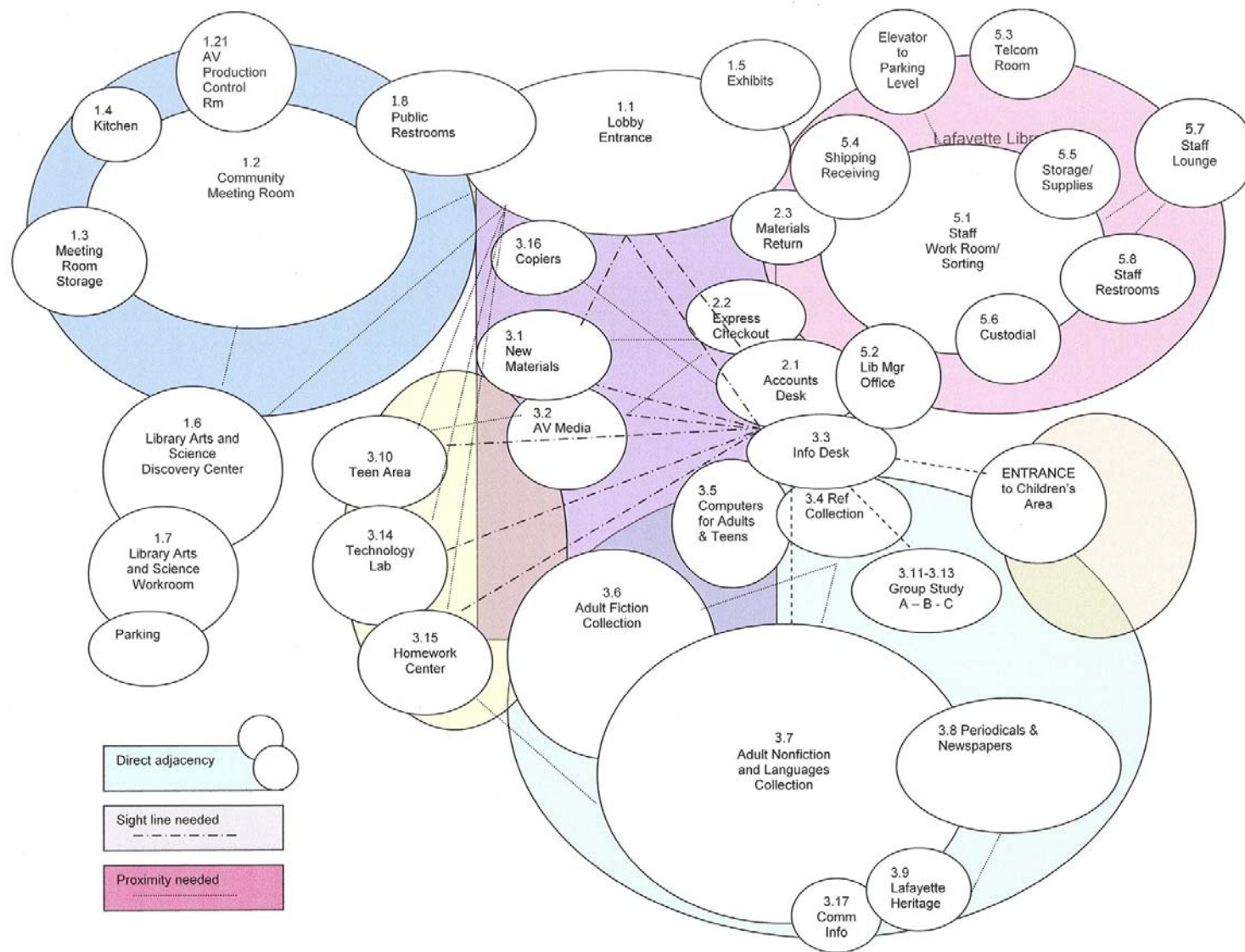
The LL&LC requires several types of storage space, including space for storage of building maintenance items, shipping boxes and spare parts for electronic equipment, extra stock of shelving and other furniture and equipment, custodial supplies and equipment, programming and Community Meeting Room furniture, props and supplies, book donations and historical artifacts and preservation supplies. Specific information about these spaces is found in the descriptions of the Staff Work Area, Meeting Room Storage, custodial storage and building maintenance areas.

## **24. Wall coverings.**

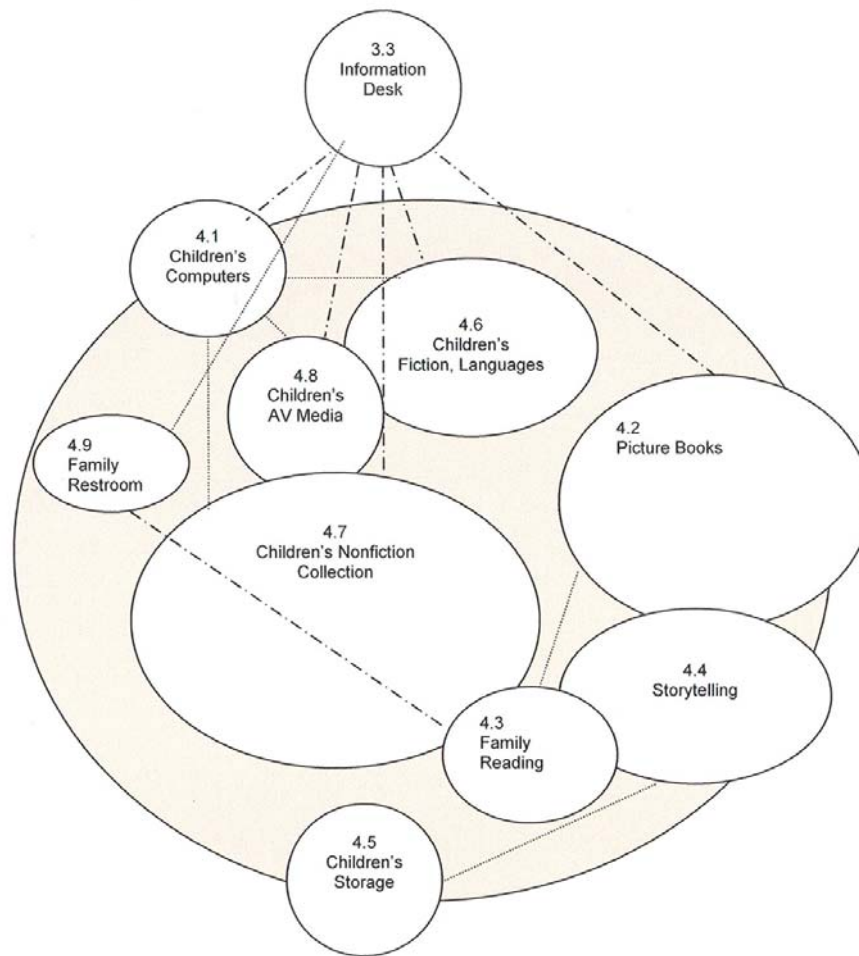
Durability and appropriateness to the space are prime concerns. Any painted surface should use high quality, standard color paint from a major manufacturer. Painted walls should be avoided in high traffic areas, such as the Lobby / Entrance. Avoid fabric wall coverings except where tackable wall surfaces are specified. Use corner guards on walls in high traffic areas, particularly in staff areas where book trucks will be utilized.

### **III. Spatial Relationships**

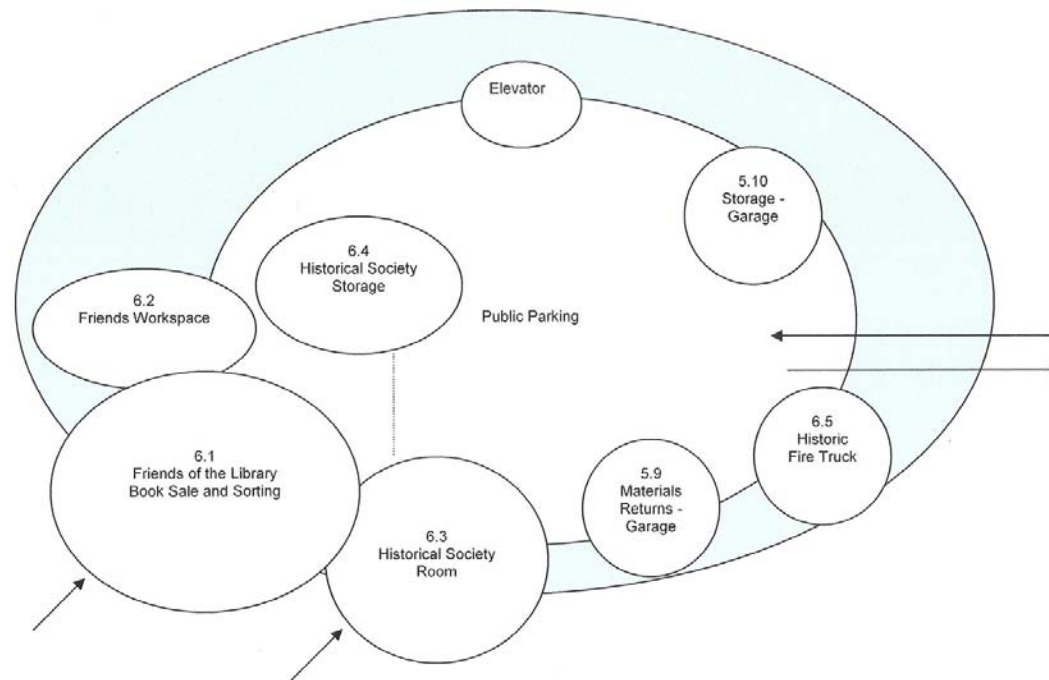
#### **MAIN AND MIDDLE LEVEL ADJACENCIES**



**CHILDREN'S SERVICES AREA**  
**(ON MAIN LEVEL)**



**LOWER LEVEL ADJACENCIES**



#### IV. Facility Space Requirements Summary

##### Spaces Summary:

Space		SF Needed	
1.1	Lobby / Entrance	366	
1.2	Community Meeting Room	1,639	
1.21	AV Production / Control Room	90	
1.3	Meeting Room Storage	214	
1.4	Serving Kitchen	158	
1.5	Exhibit Gallery/Display Space	264	
1.6	Library Arts & Science Discovery Center	670	
1.7	Library Arts & Science Discovery Center Prep & Work Space	376	
1.8	Public Restrooms	in GSF	
	<b>Sub-Total</b>		<b>3,777</b>
2.1	Accounts Desk	162	
2.2	Express Check-out and Reserves	197	
2.3	Material Return Drops - Lobby/Interior – Included in Space 5.1	0	
	<b>Sub-Total</b>		<b>359</b>
3.1	New Materials Browsing	254	
3.2	Audiovisual Media Collection	250	
3.3	Information Desk	133	
3.4	Reference Collection	511	
3.5	Public Computers for Adults and Teens	456	
3.6	Adult Fiction Collection	1,092	
3.7	Adult Nonfiction Collection	1,699	
3.8	Periodicals and Newspapers	629	
3.9	Lafayette Heritage Collection	323	
3.10	Teen Area	629	
3.11	Group Study Room A	120	
3.12	Group Study Room B	120	
3.13	Group Study Room C	120	
3.14	Technology Lab	406	
3.15	Homework Center	675	
3.16	Copy Machines	110	
3.17	Community Information / Handouts	30	
	<b>Sub-Total</b>		<b>7,557</b>
4.1	Children's Computers	246	
4.2	Picture Books	674	
4.3	Family Reading/Children's New Books & Magazines	185	
4.4	Storytelling Space	354	
4.5	Programming Storage	47	
4.6	Children's Fiction, Languages, Paperbacks	736	
4.7	Children's Nonfiction Collection	961	
4.8	Children's Audiovisual Media	175	
4.9	Family Restroom	in GSF	
	<b>Sub-Total</b>		<b>3,378</b>
5.1	Staff Work Room/Sorting and Returns	1,367	

Space		SF Needed	
5.2	Library Manager Office	156	
5.3	Telecommunication/Server Room	125	
5.4	Shipping and Receiving/Staff and Delivery Entrance	164	
5.5	Storage and Supplies	132	
5.6	Custodial/Maintenance Supplies	75	
5.7	Staff Lounge	372	
5.8	Staff Restrooms	in GSF	
5.9	Material Return Drops - Garage/Exterior	240	
5.10	Storage, Garage Level	145	
	<b>Sub-Total</b>		<b>2,776</b>
	<b>Total Net Assignable Square Feet</b>		<b>17,847</b>
6.1	Friends of the Library Book Sale and Sorting	1,201	
6.2	Friends of the Library Workspace	237	
	<b>Sub-Total</b>		<b>1,438</b>
6.3	Lafayette Historical Society Room	445	
6.4	Lafayette Historical Society Closed Storage	216	
6.5	Historic Fire Truck Display	230	
	<b>Sub-Total</b>		<b>891</b>
	<b>Total for Friends and LHS</b>		<b>2,329</b>
<b>Net Assignable Square Feet @ 76% Net-to-Gross</b>			<b>20,175</b>
<b>Gross Square Feet</b>			<b>26,545</b>

## V. Space Descriptions

### 1.0 Entrance and Meeting Room

#### 1.1 Lobby / Entrance

**366 square feet**

The LL&LC needs one public entrance and security control point for the book and audiovisual collections. The entrance should be well lighted and welcoming. The public should enter through automatic doors engineered to open with minimal effort. The Lobby should be large enough to accommodate visitors who are entering and leaving the LL&LC public access spaces, the Public Restrooms and to enable incoming visitors to orient themselves to the direction they wish to go as they walk through the Lobby space. A building directory/floor plan is needed in this space, designed to allow easy updating by City or LL&LC staff. This directory should be developed as part of the building signage system.

The Public Restrooms, Community Meeting Room and Library Arts & Science Discovery Center must be independent of other spaces and outside the library materials security system, so that these areas can be used without compromising security when the library is closed. The Serving Kitchen should be directly accessible from the Entry Plaza or Meeting Room Lobby, to allow service access while events in the Meeting Room are in progress.

The Lobby floor should be a hard surface. The distance between the entrance and the security point should be far enough that debris carried on incoming visitors' feet is removed as they travel through the Lobby. Floor mats or inset floor grates are needed at the entrance to facilitate dirt and mud removal as people enter the building.

Materials security sensors linked to the RFID circulation and materials control system will be located at the inner perimeter of the Lobby, adjacent to the Accounts Desk, with easy access for staff at that desk to meet and intercept individuals who have set off the alarm as they exit.

A pair of materials return drop-off points will be located in the Lobby in the wall along the main incoming path of travel. The return drop will be linked by a short conveyor system to automated materials return and sorting equipment located in the Sorting and Returns area. This equipment is described in [Appendix H](#).

Additional materials return drops will be located on the exterior of the building to enable customers to return materials at any time, whether or not the LL&LC is open. Space will be required in the Lobby for a 3M™Ebranch kiosk, also specified in [Appendix H](#). A built-in book donation bin is needed in the Lobby, designed as a permanent fixture within the space.

A public telephone and waste receptacles should be located outside the building. The Entrance needs a covered area to protect visitors from inclement weather as they enter and exit the building. Supply storage for the service should be included in the Serving Kitchen.

Occupancy: 5 – 20

Adjacencies:

1.5	Exhibit Gallery / Display Space
1.8	Public Restroom
2.3	Material Return Drops – Lobby / Interior
3.16	Copy Machines

Sight lines to:

2.1	Accounts Desk
3.1	New Materials Browsing
3.3	Information Desk

Secondary Spatial Relationships:

1.2	Community Meeting Room (near)
3.10	Teen Area (near)

Collections: None

Acoustics: Conversations generated by incoming and outgoing visitors needs to be buffered so that noise does not intrude into the public spaces. Avoid floor surfaces, such as ceramic tiles, that generate loud footfall noise and harsh acoustical reverberation.

Environmental Conditions: The Lobby vestibule needs to be zoned separately from the interior. The space should act as an environmental buffer, protecting the interiors from temperature fluctuations and drafts. Two sets of doors, one outer and one inner, should be considered to create a vestibule that minimizes temperature fluctuations and drafts intruding into the interior spaces.

Flexibility / Expandability: The Lobby needs sufficient clear space to allow freestanding exhibits to be installed without impeding the circulation flow.

Fenestration: Exterior glazing should be used to provide optimum visibility into the Lobby from the exterior approach and to allow staff at the service desk to monitor activity in the Lobby.

Finishes: Hundreds of people will pass through this space every day. All surfaces should be finished with durable, low maintenance finishes that can endure constant use. The Lobby floor needs to be a hard surface, the distance between the door and the security point far enough that debris carried in on visitors' feet is knocked off as they walk through the Lobby. Provide floor mats at the entrance to facilitate dirt and mud removal as people enter the building. Avoid painted walls in high traffic locations.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA compliant. Entrance doors should be automatic sliding doors. Audible and visual emergency warning alarms are required. Public telephones outside the building must meet ADA requirements for height, reach and accessibility.

Lighting: Accent down-lighting at display walls to complement art exhibits and materials return slots. General lighting levels of 15-20 foot-candles are required. Provide low-heat display lighting within display cabinets.

Security: The Community Meeting Room and associated Public Restrooms need to be accessible at all times, independent of the LL&LC service hours, so that meeting participants may enter and leave the Meeting Room without entering the LL&LC proper.

The Lobby should be equipped with a 3M™ type or equivalent materials security system, without horizontal cross pieces or other components that encourage climbing or sitting, that allows staff to deactivate a security sensor in each item as it is checked out. Customers will carry the deactivated materials they have checked out through the security system gates. If the material carried has not been deactivated, an audible alarm will sound.

The County plans to move to a RFID inventory control and security system as part of its long range technology plan, although the system will be installed subsequent to opening day of the new LL&LC. The security point must be laid out with future installation of RFID equipment in mind.

The security gates need to be located at the interior edge of the Lobby, adjacent to the Accounts Desk, oriented so that the public can exit only through the gates. Layout of this system needs to be carefully coordinated with staff during the design phase to ensure that desired security levels are achieved and that the system does not interfere with any other equipment or operations at the Accounts Desk.

Signage: Signs in this space must be part of the overall signage and wayfinding system for the LL&LC. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the entrance to the public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

A lighted sign that indicates whether or not the LL&LC is open is required, easily visible from the street. An exterior service hours sign is also required, easily changeable by LL&LC staff, using equipment available at the LL&LC.

A donor recognition sign or plaque may be included on the wall in this area.

Technology / Audiovisual / Power / Data: 3M™ materials theft detection devices will be installed at the security point at the interior edge of the Lobby. The distance required between the gates and any metallic object or electronic workstations must be confirmed with the vendor prior to installation. A minimum of eight feet clearance is recommended until vendor confirmation is obtained.

Technology equipment will include the following:

- Materials theft detection sensors
- 3M™ Ebranch kiosk
- 3M™ Smart Check materials return slot, wall-mounted

Visual Supervision: The Lobby space needs to be visible from the Accounts Desk to allow staff to observe activity in the area.

Components:

1.1 Lobby / Entrance	Quantity	Item	SF/Item	SF Needed
3M™ Smart Check materials return slot, wall-mounted	1.0	sot	0.0	0
theft security sensors, RFID	1.0	pair	48.0	48
floor mats @ Entrance, 12'L x 3'W	2.0	mats	0.0	0
drinking fountains, high / low	1.0	units	25.0	25
Ebranch kiosk, 3M™	1.0	kiosk	25	25
book donation bin	1.0	bin	18	18
clear circulation space				250
<b>Total</b>				<b>366</b>

## **1.2 Community Meeting Room**

**1,639 square feet**

This space will be the venue for programs sponsored by the LL&LC and a frequent location for events presented by the Glenn Seaborg Learning Consortium (Seaborg Consortium). LL&LC programs will target audiences of all ages while Seaborg Consortium events will focus on K-12 students and their families. The space will also be available to community groups that need meeting room space, either to present programs to the public or for meetings of their organization. The space needs to accommodate audiences of up to 142 people when chairs are arranged auditorium-style or 96 for table-style seating.

The room needs to be equipped with adjustable lighting levels, ceiling-mounted data/video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning classes, video programming and interactive demonstrations of online or Internet resources. Data circuits in this area must be separate from the internal network. Power and data connections must be available in the center of the space as well as along the perimeter and both floor and ceiling mounted data/video drops are required for the data/video projector. Secured data outlets connected to the internal network must be provided in addition to the drops connected to the public network. Any windows, both exterior and interior, need black-out window coverings to enable effective darkening of the space during audiovisual presentations.

The Community Meeting Room will need a voice amplification/public address system that is separate from the facility's PA system so prevent announcements at closing time or other intrusive announcements from being heard during events in the Meeting Room. The Meeting Room requires an internal telephone connecting to the staff work area and Accounts Desk. A piano will be housed in the room.

The public entrance to the room should be located so participants may enter and leave the Community Meeting Room through the Lobby, outside security, while the LL&LC is closed. Participants should have access to restrooms while the LL&LC is closed. The room needs a movable podium, a ceiling-mounted projection screen, chair rails around the perimeter, tackable wall surfaces and corner guards throughout the space. The space needs to provide good line of sight for all program attendees with no columns or other obstructions that would limit visibility from any part of the room.

This space may be used to display wall-mounted artwork on either a permanent or a rotating basis. An attractive and convenient wall-mounted picture hanging system should be installed on at least two walls.

Floor coverings in the Meeting Room need to be impervious to spillage and easily cleaned. Hard floor surfaces, such as Marmoleum™, are desirable. The Serving Kitchen needs direct Adjacencies to the exterior or Meeting Room Lobby to provide access while programs are in progress.

Occupancy: 142

Seating: 142 stacking chairs

Adjacencies:

1.21	AV Production / Control Room
1.3	Meeting Room Storage
1.4	Serving Kitchen

Secondary Spatial Relationships:

1.1	Lobby / Entrance (near)
1.6	Library Arts & Science Discovery Center (near)

Collections:

None

Acoustics: This space will be used constantly for performances, lectures, children's, adults' and family programming and for many other public events. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Ensure that HVAC controls are separate to support after-hours use at times when the LL&LC is closed.

Flexibility / Expandability: Provide a flat floor with maximum clearance to allow as much as possible of the space to be used for audience seating.

Fenestration: Windows must be shaded to allow darkening of the room for audiovisual presentations.

Finishes: The floor coverings in this space should be hard surfaces to withstand damage from food and drink spillage.

Consider tackable wall surfaces and hard wall surfaces that can accept masking tape in each space to facilitate posting of meeting notes, brainstorming minutes, and similar group communication tools. Avoid rough finishes, such as unsealed concrete block or brick that cannot accommodate these functions.

Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Assistive listening devices should be considered for hearing impaired participants at LL&LC programs. Tables used in this space should accommodate people in wheelchairs.

Lighting: Provide a minimum 30-40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

Security: Staff will control access to this space. Doors must be lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and information sign indicating the entrance to the Meeting Room is needed in the Lobby, ceiling-mounted or wall-mounted, in accordance with the design. All permanent signs required for access compliance are required.

Technology / Audiovisual / Power / Data: The meeting room must have adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance

learning events, video programming and interactive demonstrations of online or Internet resources. Controls for this equipment must be independently operable within each subdivided area. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels.

Technology equipment will include the following:

- Video projectors, ceiling-mounted
- Video projection screens, ceiling-mounted, motorized
- Audio projection and amplification
- Overhead transparency and Powerpoint™ presentation devices
- Assistive listening devices and charging unit
- Wiring and cabling to support wireless network, CATV production, interactive distance learning class reception, online library catalog demonstrations and interactive Internet demonstrations
- Teleconference equipment, audio and video
- Telephone handset

Visual Supervision: Entrances to the Meeting Room must be clearly visible from the Lobby and entry plaza.

Components:

<b>1.2 Community Meeting Room</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
chairs, stacking	142.0	chairs	10.0	1,440
podium, on stage	1.0		0.0	0
tables, folding, lightweight, 6' x 2'	20.0	tables	0.0	0
projector, video/data, ceiling-mounted	1.0	projector	0.0	0
projection screen, ceiling-mounted	1.0	screen	0.0	0
ADA assistive listening devices	10.0	devices	0	0
telephone handset, wall-mounted	1.0	unit	0.0	0
stage, raised	1.0	stage	199.0	199
piano, on stage	1.0	piano	0.0	0
white board	1.0	board	0.0	0
<b>Total</b>				<b>1,639</b>

**1.21 AV Production / Control Room****90 square feet**

This room will house the audiovisual production and control equipment required for the Community Meeting Room. This will be a controlled access space in which LL&LC and City of Lafayette AV technicians will oversee the taping and broadcast of events and performances held in the meeting room.

Occupancy: 1 - 2

Adjacencies: 1.2 Community Meeting Room

Secondary Spatial Relationships: None

Collections: None

Acoustics: A high level of acoustical isolation is required in this space.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: Use freestanding furniture and shelving to mount the audiovisual control equipment to allow reconfiguration of the space, as needed, over time.

Fenestration: Provide a window that overlooks the Meeting Room, at least 3' x 4'.

Finishes: Provide hard floor covering rather than carpet in this area. Use corner guards to protect walls. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 30-40 foot-candles average, measured at 40" above floor. Consider motion-activated lighting controls in this space.

Security: Staff will control access to this space. Doors must be lockable.

Signage: Signs in this space must be part of the overall LL&LC' signage and wayfinding system.

Technology / Audiovisual / Power / Data: Audio and video equipment controls for Meeting Room. Provide standard, wall-mounted power outlets for use by staff.

Visual Supervision: N/A

1.21 AV Production / Control Room	Quantity	Item	SF/Item	SF Needed
AV equipment racks	1.0	racks	10.0	10
projector, digital, desktop - housed on AV rack	1.0	projector	0.0	0
projector, overhead - housed on AV rack	1.0	projector	0.0	0
projector, slide - housed on AV rack	1.0	projector	0.0	0
cabinet, supply, lockable, 2-door	1.0	cabinet	20.0	20

<b>1.21 AV Production / Control Room</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
digital camera - housed in cabinet	1.0	camera	0.0	0
video camera - housed in cabinet	1.0	camera	0.0	0
CD/cassette player - housed in cabinet	1.0	player	0.0	0
laser pointer - housed in cabinet	1.0	pointer	0.0	0
microphone, floor - housed in cabinet	3.0	microphone	0.0	0
microphone, table - housed in cabinet	4.0	microphone	0.0	0
microphone, wireless lavalier - housed in cabinet	3.0	microphone	0.0	0
<b>Total</b>				<b>90</b>

### 1.3 Meeting Room Storage

214 square feet

Storage is needed for chairs on stacking dollies, folding tables on table dollies and associated items used in the Community Meeting Room, in a space that is immediately adjacent to the Meeting Room. This space needs double doors and must be lockable. Hard floor coverings are required, as well as corner guards and chair rails, to protect the walls from damage.

Occupancy: None

Adjacencies: 1.2 Community Meeting Room

Secondary Spatial Relationships: None

Collections: None

Acoustics: None

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: Orient the entrance to, and dimensions of, the storage space to provide optimum clearance in and out of the room

Fenestration: N/A

Finishes: Provide hard floor covering rather than carpet in this area. Use corner guards to protect walls. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 30-40 foot-candles average, measured at 40" above floor. Consider motion-activated lighting controls in this space.

Security: Staff will control access to this space. Doors must be lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted power outlets for use by LL&LC staff.

Visual Supervision: N/A

Components:

1.3 Meeting Room Storage	Quantity	Item	SF/Item	SF Needed
dollies for stacking chairs	12.0	dollies	6.5	78
space to store folding tables	16.0	tables	7	112

AV cart, mobile, with TV/video/DVD playback unit	1.0	cart	10.0	10
ADA assistive listening device storage/charging station	1.0	unit	10.0	10
easels, portable	2.0	easels	2.0	4
<b>Total</b>				<b>214</b>

#### 1.4 Serving Kitchen

158 square feet

An enclosable Serving Kitchen is required, immediately adjacent to the Community Meeting Room and to the entry plaza. It will be used frequently to prepare refreshments for LL&LC-sponsored programs events. It will need work counters equipped with a commercial grade sink that is deep enough to accommodate filling a 30-cup coffee urn, full-size refrigerators, microwave oven, range with oven, work counter and lockable cabinets above and below. The cabinets must accommodate serving platters and other utensils for serving refreshments at events and need to lock. The Kitchen needs to be directly adjacent to the Entry Plaza, to allow access while meetings are in progress in the Community Meeting Room.

Occupancy: 0 – 4

Adjacencies: 1.2 Community Meeting Room  
Entry Plaza

Secondary Spatial Relationships: None

Collections: None

Acoustics: None

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Provide separate venting to exterior.

Flexibility / Expandability: The Kitchen needs to be directly adjacent to the entry plaza, to allow access while meetings are in progress in the Community Meeting Room.

Fenestration: N/A

Finishes: Provide hard floor covering rather than carpet in this area. Use corner guards to protect walls. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 40-50 foot-candles average, measured horizontally at counter top, and under-cabinet task lighting over counters.

Security: N/A

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted power outlets at 4' intervals along countertop, for use by staff and volunteers.

Visual Supervision: None

Components:

<b>1.4 Serving Kitchen</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
kitchen counter with double sink, cabinets above & below, 6'L x 2' d	1.0	counter	30.0	30
stovetop with oven	1.0	oven	20.0	20
refrigerator, full-size	3.0	units	25.0	75
microwave oven on counter	2.0	oven	0.0	0
waste containers/recycle bins, large	2.0	units	6.0	12
shelving, industrial, 80", for storage	2.0	sections	10.3	21
hot water urn, on counter	1.0	units	0	0
coffee maker, on counter	1.0	units	0	0
coffee thermos, in cabinet	1.0	units	0	0
<b>Total</b>				<b>158</b>

## **1.5 Exhibit Gallery / Display Space**

**264 square feet**

The LL&LC will sponsor exhibits, some permanent and some rotating, relating to the Seaborg Consortium programs or are tied to Lafayette history. These will be adjacent to the Entrance and Lobby. These will be high-profile exhibits that need to be laid out so that most visitors can see them as they enter or leave the building. Open space is needed as well as glass-enclosed exhibit cases, so that traveling exhibits can be mounted with an appropriate amount of circulation space for comfortable viewing and/or interacting with specific exhibits, especially those that are science-related. A wall-mounted plasma screen monitor will be located in this area.

This area will be a key location at which historical walking tour groups will stop. These tours are an ongoing community activity for children and adults. Third grade students participate in a Lafayette history program through the Lafayette School District curriculum, and are regularly seen studying the historical artifacts now on display at the existing library. This space needs to include sufficient clear floor area to accommodate groups of twenty to twenty-five people as well as clear space for exhibits.

Occupancy: 5 - 25

Adjacencies: 1.1 Lobby/Entrance

Secondary Spatial Relationship: 1.6 Library Arts & Science Discovery Center (near)

Collections: None

Acoustics: N/A

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Provide UV protection to glazing in this space to prevent fading or other damage to exhibit materials caused by excessive exposure to light.

Flexibility / Expandability: Utilize modular, freestanding display furniture to the extent possible rather than permanent display casework.

Fenestration: Shield displays from direct sunlight.

Finishes: Use enduring floor and wall finishes in this area. Treat as an extension of Lobby.

Disabled Access: Ensure that displays are accessible to people in wheelchairs.

Lighting: Provide 30-40 foot-candles average, measured at display case surface, and accent down-lighting that can be redirected as needed to highlight displays and exhibits.

Security: Provide lockable exhibit cases.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide recessed floor-mounted power and data outlets, on a minimum 6' x 6' grid, to ensure electrical and data distribution for technology-based exhibits.

Technology equipment will include the following:

- Electrical and data outlets to support interactive or computer-based exhibits including a wall-mounted plasma screen monitor
- Monitor, plasma screen, wall-mounted

Visual Supervision: Ensure that staff at the Accounts Desk and Information Desk has line of sight supervision of the Exhibit area.

Components:

<b>1.5 Exhibit Gallery / Display Space</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
exhibit cases, freestanding, glass-enclosed, 5'L x 2'D x 5'H	2.0	cases	30.0	60
exhibit cases, wall-mounted, glass-front, 4'L x 1.5'D x 5'H	2.0	cases	24.0	48
clear space for freestanding exhibit space				150
kiosk for exhibit brochure display	1.0	kiosk	6.0	6
monitor, plasma screen, wall-mounted	1.0	monitor	0.0	0
<b>Total</b>				<b>264</b>

An outgrowth of the joint venture and cooperative programs with the library, schools and City, the LL&LC will be the home of the Glenn Seaborg Learning Consortium. The Seaborg Consortium is a collaboration of Bay Area educational and cultural institutions. Through the Seaborg Consortium, these institutions will provide learning materials, workshops, archives, exhibits, K-12 curricula, lectures, and films. The charter members are:

- University of California Lawrence Hall of Science
- Oakland Museum of California
- Chabot Space & Science Center
- Commonwealth Club of California
- The Oakland Zoo in Knowland Park
- John Muir / Mount Diablo Health System
- Lindsay Wildlife Museum
- California Shakespeare Theater
- Greenbelt Alliance
- John F. Kennedy University
- Saint Mary's College
- University of California Institute of Governmental Studies

Seaborg Consortium sponsors are:

- Lafayette Community Foundation
- City of Lafayette
- Lafayette School District
- Acalanes Union High School District
- Lafayette Arts & Science Foundation
- Contra Costa County Library
- Friends of the Lafayette Library
- Lafayette Historical Society

The Library Arts & Science Discovery Center will be the centerpiece of this initiative. Envisioned as an interactive, flexible learning environment, this space will host a continuing program of project-oriented activities that relate to the visual and performing arts and to the physical and biological sciences. Elementary and middle school students will be the primary target audience although programs for other age groups and for families will also be developed.

The Library Arts & Science Discovery Center and its adjacent workspace need to be flexible, sturdy and designed to support a wide range of learning activities. The project activity space will contain several lightweight tables around which several participants can gather on low stools or chairs. Shelving and cabinets will line part of the room's perimeter, holding supplies, experiments in progress and adjunct workspace. AV/digital projection equipment will be available to record activities and enhance activities with Web-based presentations, videos or recorded sound, linked to flat-screen monitors will be mounted on the wall.

The space needs to be designed for utility and flexibility and will include work counters and a sink to provide water for activities and to facilitate cleaning. Visibility into the space from outside the room is important. One wall needs to be glass, with window shades to darken the room, as needed.

The Library Arts & Science Discovery Center will be used on occasion in conjunction with the Community Meeting Room when large-scale events with multiple programs are presented. Proximity to the Meeting Room and the Entrance, therefore, is crucial.

Occupancy: 36 (seated at tables); 50 – 60 at informal sessions

Seating: 36 chairs or low stools

Adjacencies: 1.7 Library Arts & Science Discovery Center Prep and Work Space  
Parking (for deliveries)

Secondary Spatial Relationships: 1.1 Entrance / Lobby (near)  
1.2 Community Meeting Room (near)

Collections: None

Acoustics: Provide acoustical baffling similar to levels used in classrooms.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Ensure effective ventilation to allow dissipation of odors resulting from science experiments or heat build-up caused by group computer use.

Flexibility / Expandability: Use movable furniture for participant activities. Program leaders will need flexibility in setting up the space for each session.

Fenestration: N/A

Finishes: Hard flooring and enduring finishes are needed here, all with easy clean-up characteristics.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be AD- compliant.

Lighting: Provide 40-50 foot-candles average, measured horizontally at table height. Consider supplemental task lighting at work counter.

Security: Lockable doors. LL&LC staff will control access to the space.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide recessed, floor-mounted electrical and data outlets on a minimum 6' x 6' grid throughout the space. Ensure that the space is wireless ready.

Technology equipment will include the following:

- Video/digital projector, ceiling mounted
- Projection screen, ceiling mounted
- Large flat screen monitor for digital image projection

Visual Supervision: N/A

Components:

<b>1.6 Library Arts &amp; Science Discovery Center</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
work tables, 6' x 3'	6.0	tables	75	450
chairs or low stools	36.0	chairs	0.0	0
shelving, industrial, for activity kits, experiment space, 24' x 4' x 90"+	4.0	sections	15.0	60
storage unit, slotted, for storage of activity tubs, 20'w x 2'd x 90'h	1.0	unit	80.0	80
work counter, with double sink and cabinets below, 16' x 2'	1.0	counter	80.0	80
white boards, wall mounted	4.0	boards	0.0	0
projector, video/digital, ceiling mounted	1.0	projector	0.0	0
projection screen, ceiling mounted	1.0	screen	0.0	0
monitor, flat screen, large, for digital image projection	1.0	monitor	0.0	0
<b>Total</b>				<b>670</b>

## **1.7 Library Arts & Science Discovery Center Prep and Work Space 376 square feet**

This space complements the Library Arts & Science Discovery Center activity space. It will provide a workspace for Center staff and docents who will be responsible for preparing and assembling science activity programs. They will build models, disassemble household devices, grow cultures and perform other tasks that support the program in this space. They will also manage the service, perform paperwork, schedule tours and visiting exhibits, such as the “festivals” produced by staff at the Lawrence Hall of Science.

The workspace needs to include ample clear space in which incoming programs can be delivered and unpacked, stored and reassembled prior to pickup. A direct delivery entrance to this space is important.

Occupancy: 2 – 8

Adjacencies: 1.6 Library Arts & Science Discovery Center  
Parking Garage

Secondary Spatial Relationships: None

Collections: None

Acoustics: N/A

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Ensure effective ventilation to allow dissipation of odors resulting from science experiments or heat build-up caused by group computer use.

Flexibility / Expandability: There are no plans to expand this space.

Fenestration: N/A

Finishes: Hard flooring and enduring finishes are needed here, all with easy clean-up characteristics.

**Disabled Access:** Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 40-50 foot-candles average, measured horizontally at table height. Consider supplemental task lighting at work counter.

Security: Lockable doors. Staff will control access to the space.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide recessed, floor-mounted electrical and data outlets on a minimum 6' x 6' grid throughout the space. Ensure that the space is wireless ready.

Technology equipment will include the following:

- Computer workstation, including monitor, CPU, mouse, keyboard and printer
- Wiring to support scientific equipment used in programming

Visual Supervision: N/A

Components:

<b>1.7 Library Arts &amp; Science Discovery Center Prep and Work Space</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
work bench, 8' x 3'	1.0	workbench	48.0	48
stool at work bench	1.0	stool	0.0	0
shelving, industrial, for the storage of activity kits, experiment space, 24' x 4' x 90"	12.0	sections	16.0	192
mobile pallet parking, for LHS-style "festival" kits, 3' x 4'	4.0	spaces	24.0	96
desk, staff	1.0	desk	40.0	40
chair, task	1.0	chair	0.0	0
computer	1.0	workstn	0.0	0
printer	1.0	printer	0.0	0
<b>Total</b>				<b>376</b>

Locate Public Restrooms adjacent to the Entrance and to the Community Meeting Room. Each restroom needs to meet code requirements for quantities of fixtures and stalls. Avoid single-use Public Restrooms, with the exception of a family restroom in the Children's Service area.

Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Fixtures should be wall- or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be ceramic tile. Sloping floors and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Soap dispensers should be located directly over sinks to catch soap leaks and prevent water drips on the floor. Install automatic hand dryers, paper towel dispensers, a baby changing counter in both men's and women's restrooms and parcel/purse shelves in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Occupancy: Meet or exceed local code requirements

Adjacencies:

1.1	Lobby / Entrance
1.2	Community Meeting Room

Secondary Spatial Relationships: None

Collections: None

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Provide ventilation sufficient to ensure physical comfort and protect health, with a minimum 12 air exchanges each hour. Provide exhaust fans specific to the space.

Flexibility / Expandability: N/A

Fenestration: None

Finishes: Floor and wall coverings should be a hard surface, tile or vinyl, with the floor coved to a height of five feet. Each restroom must have a sloping floor drain and one hose bib. Vandal-resistant materials and finishes throughout each restroom are a prime consideration.

Disabled Access: Restrooms must be ADA compliant, toilet seat tops at 17" to 19" above finished floor and all fixtures and accessories specified and installed in accordance with accessibility regulations.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Security: Orient restroom entrances toward main paths of travel for visibility. Provide privacy wall within entrance to ensure privacy for those inside each restroom. Avoid single occupancy restrooms for the public.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. Provide required graphic signage as well as textual signs for each restroom, at heights, dimensions and other parameters required by code.

Technology / Audiovisual / Power / Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

Visual Supervision: Entrances should be visible from main paths of travel.

See also Section II, General Design Considerations: Plumbing and restrooms for specifications of restrooms.

## 2.0 Circulation Services

### 2.1 Accounts Desk

162 square feet

The LL&LC will have two staffed service points, the Accounts Desk and the Information Desk. These desks need to be adjacent to each other and visible from the public entrance, an obvious place for incoming visitors to seek help. The placement of the service points should allow staff at each desk to see and supervise a large percentage of the open access public space.

The LL&LC three express checkout units and shelving for reserved materials on hold will be close to this desk. Most LL&LC customers will check out their own materials at one of these units.

The Accounts Desk will be staffed at all times the library portion of the LL&LC is open. It requires two staff positions – both at counter height, with lateral counter surfaces of a minimum of six feet for each position. Equipment at each staff position will include an online computer workstation, barcode reader, receipt printer, built-in CPU holder mounted under the work surface, one to two security system desensitizers, one centrally-located telephone handset and slotted storage for cards and materials. Space for a cash register centrally located on the counter is required.

Staff at this desk will answer directional questions, help orient visitors to the LL&LC, issue library cards, accept payment of fines for lost and overdue materials, monitor the security system barriers, check out materials for customers who do not wish to use the express checkout machines, explain LL&LC policies and procedures regarding circulation, service hours, and programs, and provide other assistance as needed. A display unit adjacent to the Desk is needed will display handouts and brochures, library card applications, and maps of the building layout.

Customers will return their materials to either an exterior or an interior return drop. A return drop will be located in the parking garage, for around-the-clock returns access. An additional drop will be located in the Lobby adjacent to the Accounts Desk, directly connected to the 3M™ Digital Smart Check and Sorter in the Sorting and Returns Area. The County plans to utilize automated check-in and sorting equipment, integrated with an online circulation and security RFID system, and located in Sorting and Returns, to handle materials returned through the interior drop. The garage return drop will also use a 3M™ Smart Check / Sorter.

Activity at the Accounts Desk and express check-out area will be brisk and often noisy. The area will need generous circulation space on both the staff and public sides of the service desk, with queuing space for six to eight people, and acoustical buffering. Staff needs to be able to move quickly and easily between the service counter, the security system barriers and the adjacent staff work area.

The desk must be designed with ergonomic and disabled access principles in mind and must meet the specifications outlined Section II, General Design Considerations: Service desks. A portion of the desk counter height needs to accommodate customers or staff seated in a wheelchair and allow staff to assist customers who are filling out forms or handling lengthy transactions.

Occupancy: 1 – 4 staff; 1 – 10 public

Adjacencies:

2.2	Express Checkout and Reserves
3.3	Information Desk
5.1	Staff Work Room / Sorting and Returns

Sight lines to:

1.1	Lobby / Entrance
3.10	Teen Area

- 3.14 Technology Lab
- 3.15 Homework Center

Secondary Spatial Relationships: 3.16 Copy Machines

Collections: None

Acoustics: Activity here will often be brisk and sometimes noisy. Staff and customers will carry on conversations and reference interviews at this location on a continuing basis. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Staff will spend many of their on-duty hours in this location. Ensure that air diffusers are oriented to avoid direct flow of air toward the Desk.

Flexibility / Expandability: Computer equipment used at the service desk and at staff work stations will change and be upgraded over time. Work surfaces and cabinets must be designed to easily accept new equipment, with a minimum of raised edges or other divisions that will prevent installation of new equipment. The Desk itself may be reconfigured over time. It should be designed simply, in modules that can be rearranged.

Fenestration: Ensure that direct daylight from exterior windows or clerestory does not strike the Desk at any time or create glare on computer monitors. Utilize window screens or equivalent devices on windows, as needed, to shield the area from direct light.

Finishes: Service desk finishes, at both countertop and public face, must be durable and graffiti resistant, easy to clean and maintain. Floor covering on staff side and in sorting area needs to be hard surface, accommodating book trucks equipped with dual-surface wheels (wheels that function well on both carpet and hard floors). Place corner guards at key wall edges and door openings to prevent damage caused by book trucks. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Desk counter must accommodate people in wheelchairs, both members of the public and staff. Counter heights must be within range allowed by ADA.

Lighting: Provide 40-50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare. Consider supplemental task lighting over the service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

Security: The Lobby should be equipped with a 3M™ type or equivalent materials security system that allows staff to deactivate a security sensor in each item as it is checked out. Customers will carry the deactivated materials they have checked out through the security system gates. If the material carried has not been deactivated, an audible alarm will sound.

The County plans to utilize RFID technology for inventory control and security in the new building. The security point must be laid out with installation of RFID equipment in mind.

The security gates need to be located at the interior edge of the Lobby, adjacent to the Accounts Desk, oriented so that the public can exit only through the gates. Layout of this system needs to be carefully coordinated with staff during the design phase to ensure that desired security levels are achieved and that the system does not interfere with any other equipment or operations at the Desk.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide at each service counter position standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Provide standard communications and power outlets at each staff work station in the area. This space needs to be wireless ready.

Technology equipment in this space will include the following:

- Online computer workstations at counter
- Barcode readers
- Printers, receipt
- Materials security equipment with built-in CPU holders mounted under the work surface
- Theft system desensitizers
- Telephone handsets
- Cash register

Visual Supervision: Staff must be able to monitor service counter from their desks behind the counter.

Components:

<b>2.1 Accounts Desk</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
staff counter positions, 1 stand-up & 1 sit-down	2.0	positions	50.0	100
computer workstations	2.0	workstns	0.0	0
printers, receipt	2.0	printer	0.0	0
chairs, task - for staff	2.0	chairs	0.0	0
book trucks	4.0	trucks	8.0	32
cash register, on counter	1.0	machine	6.0	6
shelving 72", for staff use	2.0	sections	12.0	24
telephone handset, mounted @ desk	1.0	handset	0.0	0
<b>Total</b>				<b>162</b>

Customers will be encouraged to use one of the three express check-out machines clustered near the Accounts Desk to check out their materials. These machines are similar to bank automated teller machines and will be used by many customers. The equipment consists of a PC workstation, a laser scanner that reads the barcode of each item checked out and the LL&LC card of the person making the transaction, a theft system desensitizer and a flat work surface on which the checkout transaction takes place. The express checkout machines will be integrated into the online inventory control and security system.

This equipment should be in a prominent, well-lighted area with generous circulation space, close to the Accounts Desk so that staff can easily assist customers new to the equipment. Each machine needs some physical separation to give customers a sense of privacy as they transact their business. Casework should be designed to emphasize the machines and encourage customers to use them rather than to approach the Accounts Desk.

Each station needs an amount of clear work surface on both sides of the checkout device, approximately 1.5' wide x 2' deep on each side, to allow customers to place books, purses, and other belongings as they use the machine.

The space needs to be laid out so that people waiting to use an express check-out machine can form a queue that is separate from the Accounts Desk queue. Shelving for reserved materials on six sections of 72" high shelving needs to be located adjacent to the express checkout machines, in plain sight when approaching the space.

Occupancy: 2 – 8

Adjacencies: 2.1 Accounts Desk

Secondary Spatial Relationships: 3.1 New Materials Browsing (near)  
3.2 Audiovisual Media Collection (near)

Collections: None

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: The cabinets and counters for this equipment must be designed with generous space and work surfaces to provide customers with sufficient space to place their belongings and materials they wish to check out.

Fenestration: Avoid glare on monitors from exterior windows or interior lighting.

Finishes: Countertop finishes must be durable and graffiti resistant, easy to clean and maintain. Cabinets that house self check-out units should be attractively finished, either custom or standard products that emphasize the units and link them visually to the new book browsing cabinets. Use high quality, standard color paint from a major manufacturer. High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Work surfaces for express checkout units need to be at a height that accommodates people in wheelchairs.

Lighting: Provide 40-50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare.

Security: N/A

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the entrance to the public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide at each station standard communication and power outlets, conveniently mounted under the counter, to support the express check-out equipment, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter.

Technology equipment in this space will include self-check-out machines (PC workstation networked to online system, laser scanner, materials theft detection desensitizer).

Visual Supervision: Staff at Accounts Desk must be able to observe activity here to enable them to react quickly to customers having difficulty with the self checkout equipment.

Components:

<b>2.2 Express Checkout and Reserves</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
express checkout station, installed in kiosk	3.0	stations	45.0	135
shelving, 72" for reserved materials	6.0	sections	10.3	62
<b>Total</b>				<b>197</b>

There will be two materials return drops, one located exterior to the building and one in the interior. The interior drop will be located in the Lobby and linked to automated check-in and sorting equipment located in the Sorting and Returns area by a short conveyor system. When an item is placed in the return, a radio frequency device will scan the item's barcode and automatically discharge it from circulation. See [Appendix H](#) for detailed specifications for this equipment.

The exterior drop will be located in the parking garage to allow customers to return materials around-the-clock. This return will also be tied to automated sorting and check-in equipment. Staff will regularly empty the bins in the parking garage return drop, using the elevator to retrieve this material.

Occupancy: 0 – 1

Adjacencies:

1.1	Lobby / Entrance
5.1	Staff Work Room / Sorting and Returns

Secondary Spatial Relationships: None

Collections: None

Acoustics: Customers will return books and audiovisual materials into the return bins located here on a continual basis. The return bins will be cushioned not only to reduce damage to materials but also to muffle noise. The automated check-in and sorting equipment in the Lobby will operate all hours that the library is open. It needs to be located separately from staff workspace to minimize the acoustical impact of its operation. Staff will unload the return bins, sort materials on to book trucks and move trucks in and out of this space all day long. Floor surfaces should be cushioned and smooth to facilitate quiet operations and materials movement. Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This space must be designed simply with clear space for the ongoing movement and marshalling of full and empty book trucks.

Fenestration: A window into the automated returns equipment space from the Staff Work Room is needed to enable staff to check on the equipment operation without entering the space.

Finishes: Floor covering on staff side and in sorting area needs to be hard surface, accommodating book trucks equipped with dual-surface wheels (wheels that function well on both carpet and hard floors). Place corner guards at key wall edges and door openings to prevent damage caused by book trucks. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant. Height of material return slots and dimensions of approach to return slots must accommodate people in wheelchairs.

Lighting: Provide 50 foot-candles average, on work surface, measured horizontally at desktop. Avoid glare on computer screens.

Security: This space will be accessible only to staff and LL&LC volunteers. Access must be controlled through layout and door placement.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: See Space 5.1 and Appendix H.

Visual Supervision: A window into the automated returns equipment space is needed to enable staff to check on the equipment operation without entering the space.

Components:

<b>2.3 Material Return Drops – Lobby / Interior</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
return drops, interior - see also Space 5.1	1.0	units	0.0	0
<b>Total</b>				<b>0</b>

### 3.0 Adult and Teen Services

#### 3.1 New Materials Browsing

254 square feet

This space needs to be visible from the entrance and visually appealing, offering well-stocked, retail-type merchandising display cabinets filled with new books. It will be a popular destination and center of activity. Customers will stop by frequently to see which new books are available. The space needs to draw visitors in and allow them to wander comfortably among the display units to browse through shelves of new and popular materials.

New circulating books and high interest materials from the collection will be displayed here, on 66" high, slanted-shelf, retail-type display units mounted on casters for mobility, with many of the books displayed face-out. Paperbacks will be displayed on spinners built into standard, mid-height shelving units. Particular attention to the design of this shelving is important, to signal to customers that the material here is special. The space allocated to each shelving unit here is more generous than in other parts of the LL&LC to allow for browsing of the slanted shelving units.

Two lounge chairs need to be located here for customers to use as they browse.

Occupancy: 6 – 15

Seating: 2 lounge chairs

Adjacencies: 3.2 Audiovisual Media Collection  
Main path of travel from public entrance

Sight lines from: 1.1 Lobby / Entrance  
3.3 Information Desk

Secondary Spatial Relationships: 2.2 Express Check-out (near)

Collections: New circulating books and high interest materials from the collection will be displayed here, on 66" high, slanted-shelf, retail-type display units mounted on casters for mobility, with many of the books displayed face-out. Paperbacks will be displayed on spinners built into standard, mid-height shelving units. Particular attention to the design of this shelving is important, to signal to customers that the material here is special. The space allocated to each shelving unit here is more generous than in other parts of the LL&LC to allow for browsing of the slanted shelving units.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size.

The shelving here needs to accommodate:

- 769 (50% of 1,537) volumes of new circulating books and high interest materials from the collection displayed on 66" high slanted-shelf, retail-display type 4' x 3' units mounted on casters for mobility, 5 shelves per section, in 6 sections (assumes 6.5 volumes per linear foot)
- 1,013 (60% of 1,688) volumes of paperbacks on 66" built-in spinners, 6 tiers per spinner, in 4 sections (assumes 16 volumes per linear foot)

Acoustics: This area will be a popular and sometimes bustling, noisy magnet for individuals and families, sometimes in groups. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: The retail display units in this space may be mobile, on casters to allow staff to integrate the book display with temporary exhibits or other associated displays. Provide generous open space around this display for additional future retail display, if this feature provides successful.

Fenestration: Ensure that direct sunlight does not come into contact with materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Provide supplemental accent down-lighting, as needed, to highlight display.

Security: N/A

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the entrance to the public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC.

Visual Supervision: This area will attract many customers, some of whom will need assistance finding materials. Visibility from the Information Desk is highly desirable to expedite staff assistance.

Components:

<b>3.1 New Materials Browsing</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
shelving, 66", mobile retail-type, for new books	5.9	sections	25.0	148
shelving, 66", w built-in spinners, for paperbacks	3.5	sections	10.3	36
seating @ lounge chairs	2.0	chairs	35.0	70
<b>Total</b>				<b>254</b>

The existing library's audiovisual collection will be expanded in the new LL&LC, with AV formats brought together in a defined, high-profile area that borders the New Materials Browsing space. On these shelves will be found feature films and recreational videos and DVDs, music compact discs and fiction on tape and CD. Non-fiction, documentaries and educational audio and video materials and language learning on books on tape and CD will be interfiled with books on the same subjects.

These high-demand collections will make this a bustling area. It needs wide aisles and visibility from the public entrance. This space and the new books browsing area will form two of the most heavily used sections of the LL&LC. The audiovisual collections will be placed on 66" high shelves to facilitate browsing. The shelving here will also be flexible to accommodate new formats that may be added in future years. This area needs to be placed far from quiet study or reading areas.

<u>Occupancy:</u>	12 – 25
<u>Adjacencies:</u>	3.1 New Materials Browsing
<u>Sight lines from:</u>	3.3 Information Desk Main path of travel from entrance
<u>Secondary Spatial Relationships:</u>	2.2 Express Checkout (near) 3.10 Teen Area (near)

Collections: The existing library's audiovisual collection will be expanded in the new LL&LC, with AV formats brought together in a defined, high-profile area that borders the New Materials Browsing space. On these shelves will be found feature films and recreational videos and DVDs, music compact discs and fiction on tape and CD. Non-fiction, documentaries and educational audio and video materials and language learning on books on tape and CD will be interfiled with books on the same subjects.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate:

- 402 (75% of 802) feature film and recreational videos on 66" canted "universal" shelving, 5 shelves per section, in 4 sections (assumes 7 volumes per linear foot)
- 975 (65% of 1,500) adult music CDs on 66" AV browsing shelves, 4 shelves per section, in 4 sections (assumes 20 volumes per linear foot)
- 1,333 (65% of 2,051) adult fiction audio books (tape and CD) on 66" canted "universal" shelving, 5 shelves per section, in 13 sections (assumes 7 volumes per linear foot)
- 670 (50% of 1,340) adult feature film and recreational DVDs on 66" canted "universal" shelving, 5 shelves per section, in 4 sections (assumes 12 volumes per linear foot)

Acoustics: This area will be a popular and sometimes bustling, noisy magnet for individuals and families, sometimes in groups. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This collection will increase over time, requiring additional shelving.

Fenestration: Ensure that direct sunlight does not come into contact with LL&LC materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house LL&LC materials. Locate stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting for Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Security: N/A

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the entrance to public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC. One audio listening station is planned for this space on opening day.

Visual Supervision: This area will attract many customers, some of whom will need assistance finding materials. Visibility from the Information Desk is highly desirable to expedite staff assistance.

Components:

3.2 Audiovisual Media Collection	Quantity	Item	SF/Item	SF Needed
shelving, 66", for video feature & recreational	3.8	sections	10.3	39
shelving, 66", for DVD features & recreational	3.7	sections	10.3	38
shelving, 66", AV browse bins, for music CDs	4.1	sections	10.3	42
shelving, 66", for books on tape and CD, fiction	12.7	sections	10.3	131
<b>Total</b>				<b>250</b>

This Desk will be adjacent to the Accounts Desk and visible from the Entrance. It will be the focal point for customers of all ages who need help using the LL&LC resources, serving children, teens and adults. The Desk needs to be positioned centrally to allow staff to respond to the needs of customers in both the Adults and the Children's Service areas.

This will be a one-person Desk with a single desk height staff position. Ready reference book shelving should be placed directly behind the desk for frequently used reference tools. Small stools or armless chairs on the public side of the Desk will allow customers to sit while discussing their information needs with staff.

Staff will be stationed at this Desk and constantly moving about the public space to help visitors. They must be able to move quickly from the Desk to the public access computers and to the reference and circulating collections. The features and configuration of the desk need to comply with the specifications described in Section II, General Design Considerations: Service desks on page --- to ensure that the drawers, files and other needed components are included. The desk will be equipped with two computers, one shared printer, two barcode readers and two telephones at the counter.

Good lighting over the Desk counter is particularly important to allow customers and staff to see text and images in reference materials and to enhance the visibility of the desk from all directions.

The cluster of public computers for teens and adults and the reference collection need to be adjacent to the Desk. Sight lines from the Desk to as much of the public space as possible is very important - particularly important is visibility to the Children's and Teen Areas and into the Group Study Rooms.

<u>Occupancy:</u>	1 – 4 customers; 1 – 2 staff
<u>Adjacencies:</u>	2.1 Accounts Desk 3.4 Reference Collection 3.5 Public Computers for Adults and Teens 4.1 Children's Computers Main path of travel
<u>Sight lines to:</u>	1.1 Lobby / Entrance 3.1 New Materials Browsing 3.2 Audiovisual Media Collection 3.7 Adult Nonfiction Collection 3.10 Teen Area 3.11 Group Study Room A 3.12 Group Study Room B 3.13 Group Study Room C 3.14 Technology Lab 3.15 Homework Center Entrance to Children's Service area 4.1 Children's Computers 4.2 Picture Books 4.6 Children's Fiction, Languages, Paperbacks 4.7 Children's Nonfiction Collection 4.8 Children's Audiovisual Media

Secondary Spatial Relationships: None

Collections: Ready reference book shelving (45") should be placed directly behind the Desk for frequently used reference tools.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate: 200 (100% of 200) volumes of ready reference books on 45" shelving, 3 shelves per section, in 3 sections (assumes 7 volumes per linear foot)

Acoustics: Activity here will often be brisk, with incoming telephone inquiries and both cheerful and serious conversations between staff and customers. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Staff will spend many of their on-duty hours in this location. Ensure that air diffusers are oriented to avoid direct flow of air toward the Desk.

Flexibility / Expandability: Computer equipment used at the Desk will change and be upgraded over time. Work surfaces and cabinets must be designed to easily accept new equipment, with a minimum of raised edges or other divisions that will prevent installation of new equipment. The Desk itself may be reconfigured over time. It should be designed simply, in modules that can be rearranged.

Fenestration: Ensure that direct daylight from exterior windows or clerestory does not strike the desk at any time or create glare on computer monitors. Utilize window screens or equivalent devices on windows, as needed, to shield the area from direct light.

Finishes: Desk finishes, at both countertop and public face, must be durable and graffiti resistant, easy to clean and maintain. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Desk counter must accommodate people in wheelchairs, both members of the public and staff. Counter heights must be within range allowed by ADA.

Lighting: Provide 40-50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screen and orientation, to avoid glare. Consider supplemental task lighting over service counter, depending on ceiling heights and architectural features at that location, to ensure adequate light at this key activity point.

Security: N/A

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the entrance to the public space, integrated into the interior design of the building

and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide at each service counter position standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Provide standard communications and power outlets at each staff position. This space should be wireless ready.

Technology equipment in this space will include the following:

- Online computer workstation at desk
- Barcode reader
- Printer on roll-out shelves
- Telephone handset
- Built-in CPU holder mounted under the work surface

Visual Supervision: Staff needs to have an unobstructed view of a large percentage of the public space, both Adults and Children's Service areas, from this Desk.

Components:

<b>3.3 Information Desk</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
service desk, 1-person	1.0	position	50.0	50
chair, task	2.0	chair	0.0	0
stool, for customers	2.0	chair	25.0	50
computer workstation	1.0	workstns	0	0
printer	1.0	printer	0	0
shelving, 45", for ready reference	3.2	sections	10.3	33
<b>Total</b>				<b>133</b>

This space contains the adult and children's reference book collection, interfiled into one shelving sequence, on 72" and 45" high shelving. Every other section needs a pull-out shelf at counter height to facilitate use of heavy reference books. The shelving needs to be arranged for convenient access from the Information Desk so that staff can easily help customers with their research.

Occupancy: 6 – 20

Seating: Three 4-place tables

Adjacencies: 3.3 Information Desk  
3.5 Public Computers for Adults and Teens

Secondary Spatial Relationships: 3.6 Adult Fiction (near)  
3.7 Adult Nonfiction (near)

Collections: This space contains the adult and children's reference book collection, interfiled into one shelving sequence, on 72" and 45" high shelving. Every other section needs a pull-out shelf at counter height to facilitate use of heavy reference books. The shelving needs to be arranged for convenient access from the Information Desk so that staff can easily help customers with their research.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate:

- 1,006 (100% of 1,006) volumes of reference books on 72" shelving, 5 shelves per section, in 10 sections, with a pull-out shelf every other section (assumes 7 volumes per linear foot)
- 400 (100% of 400) volumes of children's reference books on 72" shelving, 5 shelves per section, in 4 sections, with a pull-out shelf every other section (assumes 7 volumes per linear foot)
- 445 (100% of 445) volumes of reference books on 45" shelving, 3 shelves per section, in 7 sections (assumes 7 volumes per linear foot)

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This collection is not expected to grow and may in fact decrease, as the online reference resources collection continues to expand.

Fenestration: Ensure that direct sunlight does not come into contact with materials, display areas, or seating areas. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed Americans with ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest and highest shelves to the extent possible.

Lighting for Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Lighting for Reading Areas: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Orient shelving and other elements in this space to avoid blind spots and promote visibility, to minimize potential for vandalism and mutilation of materials.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should be wireless ready.

Visual Supervision: See Security, above

Components:

3.4 Reference Collection	Quantity	Item	SF/Item	SF Needed
shelving, 72", for adult reference books	9.6	sections	10.3	99
shelving, 72", for children's reference books	3.8	sections	10.3	39
shelving, 45", for reference books	7.1	sections	10.3	73
seating @ 4-place tables, rectangular	12.0	chairs	25.0	300
<b>Total</b>				<b>511</b>

This area will contain 12 public access computer workstations that offer full access to the online catalog, the Internet and to information resources mounted on the County Library network. The units will be grouped together for visibility by the public and placed adjacent to the Information Desk to allow staff to help customers at the computers. One networked printer will be available here as well as a print release station and a print payment station. Frequently, two people will work together, so generous seating and work spaces at each workstation are important.

Preliminary specifications for each workstation are defined in Section II, General Design Considerations: Electronic workstations for the public. The Architect should consult with the County technology staff during the design phase of the project to obtain specific dimensions and specifications for each piece of equipment. Special attention should be given to flexible, secure, discreet wire management that is easily accessible to staff, acoustical shielding from the rest of the public space, avoidance of screen glare and a degree of privacy for each user.

One of these computers needs to offer large print capability and other features that will assist the physically disabled to effectively use this equipment.

Occupancy: 6 – 16

Adjacencies: 3.3 Information Desk  
3.4 Reference Collection

Secondary Spatial Relationships: None

Collections: None

Acoustics: Machine noise from the computer workstations in this space will penetrate to adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Clustered computer equipment will generate significant heat build-up in the area. Ensure that the space is zoned to mitigate for this condition.

Flexibility / Expandability: The number of computer workstations in this area may increase over time. Lay out the area with expandability in mind.

Fenestration: Avoid glare on computer monitors from exterior windows or interior lighting.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

At least one computer workstation needs to be equipped to support the needs of visually impaired and hearing impaired, with print enlargement capability, voice recognition software, and other disability mitigation features.

Lighting: Provide 30-40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

Security: Orient computer workstations toward circulation paths surrounding the space to deter inappropriate use and undetected abuse or vandalism.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the entrance to the public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables. This space needs to be wireless ready. The technology equipment planned for this area includes public access computer workstations (sit-down), with CPU vertically mounted beneath work surface, monitor, keyboard, mouse and networked printer, print release station and print payment station

Visual Supervision: Staff at the Information Desk needs to be able to monitor activity at the computers.

Components:

3.5 Public Computers	Quantity	Item	SF/Item	SF Needed
Computers, 10 sit-down, 2 stand-up	12.0	workstns	35.0	420
printers, networked	1.0	printers	12.0	12
print release station	1.0	station	12.0	12
print payment station	1.0	station	12.0	12
<b>Total</b>				<b>456</b>

Fiction books, mysteries, science fiction, paperbacks and large print books will be shelved here. The predominant shelving type will be 84" high standard shelving. Large print books and paperbacks will be shelved on 66" high shelving, the paperbacks displayed on spinners built into standard shelving units. Slat-wall stack end panels will be used to allow highlighting of the collection and to maximize the space's display and merchandising potential. The various segments of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Seating at four lounge chairs will be available in the area for the convenience of customers using these collections.

Two stand-up public access computers will be placed at prominent stack end points for the convenience of customers looking for books in this area.

Occupancy: 8 – 15

Seating: Four lounge chairs

Adjacencies: 3.7 Adult Nonfiction Collection

Secondary Spatial Relationships: 3.6 Reference Collection (near)

Collections: Fiction books, mysteries, science fiction, paperbacks and large print books will be shelved here. The predominant shelving type will be 84" high standard shelving. Large print books and paperbacks will be shelved on 66" high shelving, the paperbacks displayed on spinners built into standard shelving units. Slat-wall stack end panels will be used to allow highlighting of the collection and to maximize the space's display and merchandising potential. The various segments of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate:

- 3,500 volumes (70% of 5,000) adult genre books on 84" shelving, 6 shelves per section, in 24 sections (assumes 8 volumes per linear foot)
- 6,248 volumes (70% of 8,925) adult fiction books on 84" shelving, 6 shelves per section, in 43 sections (assumes 8 volumes per linear foot)
- 1,125 volumes (75% of 1,500) adult large print books on 66" shelving, 5 shelves per section, in 9 sections (assumes 8 volumes per linear foot)
- 3,038 (60% of 5,063) volumes of paperbacks on 66" built-in spinners, 6 tiers per spinner, in 11 sections (assumes 16 volumes per linear foot)

Acoustics: This area will be less noisy and active than New Books or Audiovisual Materials. Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This collection may increase over time, possibly requiring additional shelving.

Fenestration: Ensure that direct sunlight does not come into contact with materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house materials. Locate book stacks so that direct sunlight does not fall on the shelves. Avoid glare on computer monitors from exterior windows or interior lighting.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest and highest shelves to the extent possible.

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Security: N/A

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the entrance to the public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC. Two stand-up computers are planned for this space, placed on compact stands attached to stack ends. This space needs to be wireless ready. Electrical and data drops at each seat for laptop access. Technology equipment in this area will include public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, and mouse.

Visual Supervision: Keep sight lines into this space open from the main circulation path to deter inappropriate behavior.

Components:

3.6 Adult Fiction Collection	Quantity	Item	SF/Item	SF Needed
shelving, 84", for genre	24.3	sections	10.3	250
shelving, 84", for fiction	43.4	sections	10.3	447

shelving, 66", for large print books	9.4	sections	10.3	97
shelving, 66", w built-in spinners, for paperbacks	10.5	sections	10.3	97
seating @ lounge chairs	4.0	chairs	35.0	140
computers, stand-up	2.0	workstns	25.0	50
<b>Total</b>				<b>1,092</b>

### 3.7 Adult Nonfiction Collection

1,699 square feet

This area will house the largest single part of the collection – nonfiction books and audiovisual materials for adults and teens – 66" on 84" high shelving. Seating at 4-place tables and at lounge chairs will also be available here, as well as two stand-up computer workstations. This area will also be used heavily by students for school research. Excellent lighting, visibility into the area, and a quiet environment are important. Slat-wall stack end panels will be used to display titles from the collection.

Occupancy: 16 – 30

Seating: Four lounge chairs  
Four 4-place tables

Adjacencies: 3.6 Adult Fiction Collection  
3.8 Periodicals and Newspapers  
3.9 Lafayette Heritage Collection  
3.17 Community Information / Handouts

Sight lines to: 3.3 Information Desk Area

Secondary Spatial Relationships: 3.4 Reference Collection (near)

Collections: This area will house the largest single part of the collection – nonfiction books and audiovisual materials for adults and teens – on 66" and 84" high shelving.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate:

- 15,338 (75% of 20,450) volumes of adult nonfiction on 84" shelving, 33% on 6 shelves per section and 67% on 7 shelves per section, in 96 sections (assumes 8 volumes per linear foot)
- 350 (70% of 500) volumes of international languages books on 84" shelving, 6 shelves per section, in 2 sections (assumes 10 volumes per linear foot)
- 297 (75% of 396) adult nonfiction videos on 84" shelving, 33% on 6 shelves per section and 67% on 7 shelves per section, in 2 sections (assumes 8 volumes per linear foot)
- 495 (75% of 600) adult nonfiction DVDs on 84" shelving, 33% on 6 shelves per section and 67% on 7 shelves per section, in 3 sections (assumes 8 volumes per linear foot)
- 513 (75% of 684) adult nonfiction books on tape and on CD, 33% on 6 shelves per section and 67% on 7 shelves per section, in 3 sections (assumes 8 volumes per linear foot)
- 130 (65% of 200) adult language learning material on 66" shelving, in 1 section (assumes 7 volumes per linear foot)

Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: Avoid shelving books on bottom or top shelves, to the extent possible.

Fenestration: Ensure that direct sunlight does not come into contact with LL&LC materials, display areas, or seating areas. Locate book stacks so that direct sunlight does not fall on the shelves. Avoid glare on computer monitors from exterior windows or interior lighting.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest and highest shelves to the extent possible.

Lighting – Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Lighting – Reading Area: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Orient shelving and other elements in this space to avoid blind spots and promote visibility, to minimize potential for vandalism and mutilation of materials.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the entrance to the public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide electrical and data drops at each seat for laptop access. This space needs to be wireless ready. Electrical and data drops at each seat for laptop access.

Visual Supervision: Keep sight lines into this space open from the main circulation path to deter inappropriate behavior.

Components:

<b>3.7 Adult Nonfiction Collection</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
shelving, 84", for nonfiction books	96.3	sections	10.3	992
shelving, 84", for international languages books	1.9	sections	10.3	20
shelving, 84", for videos, nonfiction	1.9	sections	10.3	19
shelving, 84", for DVDs, nonfiction	3.1	sections	10.3	32
shelving, 84", for books on tape & on CD, nonfiction	3.2	sections	10.3	33
shelving, 66", for language learning	1.2	sections	10.3	13
seating @ lounge chairs	4.0	chairs	35.0	140
seating @ 4-place tables, rectangular	16.0	chairs	25.0	400
computers, stand-up	2.0	workstns	25.0	50
<b>Total</b>				<b>1,699</b>

### 3.8 Periodicals and Newspapers

629 square feet

This area is meant to be a comfortable space for quiet, casual reading. Current issues of magazines for adults will be displayed here on slanted browsing shelves as will current and back issues of newspapers. Customers will also find magazine back issues here, shelved on standard shelving units.

Lounge chair seating with small occasional tables will make this an attractive space for comfortable, quiet reading. Seating will also be available at four-place tables in this area. Particular attention should be paid to this space's acoustics, lighting and general atmosphere. It should be away from the Entrance and active areas, but easily accessible via the main path of travel through the building, with views to exterior landscaping.

Occupancy: 5 – 15

Seating: Eight lounge chairs  
Two 4-place tables

Adjacencies: 3.7 Adult Nonfiction Collection  
Views to exterior landscaping

Sight line from: None

Secondary Spatial Relationships: 3.10 Teen Area (away from)  
3.14 Technology Lab (away from)  
3.15 Homework Center (away from)

Collections: Current issues of magazines for adults will be displayed here on slanted browsing shelves as will current and back issues of newspapers. Customers will also find magazine back issues here, shelved on standard shelving units.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate:

- 148 (100% of 148) titles of adult magazines on 66" slanted display shelving, 5 shelves per section, in 9 sections (assumes 1 title per linear foot)
- 125 (100% of 125) pamphlet boxes of adult magazine backfiles on 72" shelving, 6 shelves per section, in 3 sections (assumes 2.5 boxes per linear foot)
- 18 (100% of 18) titles of adult newspapers on 66" shelving with Plexiglas hanging display inserts, 5 shelves per section, in 2 sections (assumes .67 title per linear foot)

Acoustics: This area is intended to provide a quiet sanctuary for quiet reading and reflection. The acoustical absorptive effectiveness of finishes in this area is particularly crucial. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. If this space is located directly adjacent to exterior windows, ensure that the space is shielded from direct sunlight.

Flexibility / Expandability: This collection is not expected to grow over time.

Fenestration: This space is intended to promote quiet reading and reflection. Visual access to exterior landscaping will enhance this goal. Ensure that direct sunlight does not come into contact with materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house materials. Locate stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting – Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Lighting – Reading Area: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: N/A

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the entrance to the public space, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Electrical and data drops at each seat for laptop access. This space needs to be wireless ready.

Visual Supervision: Keep sight lines into this space open from the main circulation path to deter inappropriate behavior.

Components:

<b>3.8 Periodicals and Newspapers</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
shelving, 66", slanted, for magazine display	9.9	sections	10.3	102
shelving, 66", w Plexiglas inserts for newspaper display	1.8	sections	10.3	18
shelving, 72", for magazine back files	2.8	sections	10.3	29

seating @ lounge chairs	8.0	chairs	35.0	280
seating @ 4-place tables, rectangular	8.0	chairs	25.0	200
<b>Total</b>				<b>629</b>

Lafayette is a community with a rich history and an active interest in its heritage. This space is intended to honor that heritage and provide a focal point for the display of the community's cultural past. The space needs to be readily identifiable as a special space, with enhanced furnishings and upgraded building finishes. Wall space for display of oversize historical photos and maps will also draw attention to the area.

Seating has been allocated to the space to provide another location in which quiet reading can take place.

Space is also planned in the facility to house the Lafayette Historical Society's collections of artifacts and documents. Exhibits and displays that highlight those collections can take place both in the main exhibit and display space and in the Lafayette Heritage area. Historical walking tours will make the LL&LC a regular stop, to view the historic displays in the Lobby, in the Historical Society Room and in this space. Circulation space must be sufficient to allow groups of 10 to 12 to maneuver comfortably through the space.

Occupancy: 2 – 8

Seating: Two lounge chairs  
Six 1-place tables or carrels

Adjacencies: 3.7 Adult Nonfiction Collection  
3.17 Community Information/Handouts

Secondary Spatial Relationships: 1.5 Exhibit Gallery / Display Space (will be visited by historical walking tours)  
6.3 Lafayette Historical Society Room (will be visited by historical walking tours)

Collections: This area will house the Lafayette Heritage Collection on 72" shelving.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate 250 (100 of 250) volumes of local history books on 72" shelving, 5 shelves per section, in 2 sections (assumes 7 volumes per linear foot).

Acoustics: This area will provide additional quiet reading space. The acoustical properties of finishes in this area need to support that function. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. If this space is located directly adjacent to exterior windows, ensure that the space is shielded from direct sunlight.

Flexibility / Expandability: N/A

Fenestration: Ensure that direct sunlight does not come into contact with materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house materials. Locate stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting – Shelving: Provide 6 foot-candles at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Lighting – Reading Area: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Consider use of glass-front locked cases for storage. Ensure that exhibit case is lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8’ clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC. If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Electrical and data drops at each seat for laptop access. This space needs to be wireless ready.

Visual Supervision: Keep sight lines into this space open from the main circulation path to deter inappropriate behavior.

Components:

3.9 Lafayette Heritage Collection	Quantity	Item	SF/Item	SF Needed
shelving, 72", for local history books	2.4	sections	10.3	25
seating @ lounge chairs	2.0	chairs	35.0	70
seating @ 1-place tables	6.0	chairs	30.0	180
exhibit cases, wall-mounted or freestanding, glass-front, 4'L x 1.5'D x 5'H	2.0	cases	24.0	48
<b>Total</b>				<b>323</b>

Teens are one of the existing library's major clientele groups and are expected to continue to use the LL&LC at even higher levels. Although they will be encouraged to use the entire facility, it will be important to provide a space in which teens feel "at home" in the LL&LC. The space should be furnished and equipped creatively, to attract teenagers and provide them with a unique area within the facility.

This space should be designed as a separate room, with interior wall glazing to allow staff to monitor the space. After school and during the evening and on weekends, it will be a lively space with groups of teens chatting and working together. Acoustical separation of this space from other public areas is, therefore, very important. The space needs to be in a clear line of sight from the Accounts Desk and Information Desk to allow staff to monitor activity here. Two sit-down computer workstations will be provided here for teens' use. The space should also be close to the main cluster of public computers in the adult area, since this group will make heavy use of the LL&LC computer technology. The Teen Area needs closer proximity to the adult spaces than to the children's spaces.

Paperback and hardback books and current issues of magazines for teens will be shelved here. Comfortable seating is needed, including round four-place tables and lounge chairs. The Group Study Rooms will also be prime, though not exclusive, locations that teens will use. Teens will also participate in activities and programs in the Technology Lab, Library Arts & Science Discovery Center, and Homework Center. These areas need to have reasonable Adjacencies, as well as direct access from the Entrance, to allow teens to move among these spaces with minimal disruption to other public spaces.

The space should be open and accessible, an identifiable space within the open public space rather than a separate room. Wall-mounted display space is needed for posters, artwork and announcements of upcoming events of interest to this age group.

Occupancy: 6 – 15

Seating: Four lounge chairs  
Three 4-place tables (round)

Adjacencies: 3.14 Technology Lab  
3.15 Homework Center

Sight lines from: 2.1 Accounts Desk  
3.3 Information Desk

Secondary Spatial Relationships: 1.1 Lobby / Entrance (near)  
3.2 Audiovisual Media Collection (near)  
3.8 Periodicals and Newspapers (away from)  
3.9 Lafayette Heritage Collection (away from)

Collections: Paperback and hardback books and current issues of magazines for teens will be shelved here.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate:

- 170 (50% of 339) volumes of paperbacks for teens on built-in spinners, 6 tiers per spinner, in 0.6 section (assumes 16 volumes per linear foot)

- 750 (75% of 1,000) volumes of hardback fiction for teens on 66" shelving, 5 shelves per section, in 5 sections (assumes 10 volumes per linear foot)
- 595 (70% of 850) volumes of hardback nonfiction for teens on 66" shelving, 5 shelves per section, in 4 sections (assumes 10 volumes per linear foot)
- 75 (50% of 150) volumes of new books display for teens on 66" face-out shelving, 5 shelves per section, in 1 section (assumes 5 volumes per linear foot)
- 12 (100% of 12) titles of magazines for teens on 66" slanted display shelving, 4 shelves per section, in 1 section (assumes 1 title per linear foot)

Acoustics: This area will draw numerous teens on a regular basis. Quiet conversations will be allowed, although the staff will encourage loud groups to move into one of the group study rooms or outside the building. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile to give this area an acoustical buffer.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: Although the space is not expected to require expansion, the LL&LC will need flexibility within the space to experiment with seating, shelving, display and other features that will attract teenagers and respond to their needs.

Fenestration: Ensure that direct sunlight does not come into contact with materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest and highest shelves to the extent possible.

Lighting – Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Lighting – Reading Area: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Provide direct sight line supervision from the two service desks.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should be wireless ready.

Technology equipment in this area includes:

- Electrical and data drops at each seat for laptop access
- Public access computer workstations (stand-up), each including CPU vertically mounted beneath work surface monitor, keyboard, and mouse

Visual Supervision: See Security, above.

Components:

<b>3.10 Teen Area</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
shelving, 66", w built-in spinners, for YA paperbacks	0.6	sections	10.3	6
shelving, 66", for YA hardback fiction	5.0	sections	10.3	52
shelving, 66", for YA hardback nonfiction	4.0	sections	10.3	41
shelving, 66", for YA new book display	1.0	sections	10.3	10
shelving, 66", slanted for magazine display	1.0	sections	10.3	10
seating @ lounge chairs	4.0	chairs	35.0	140
seating @ 4-place tables, round	12.0	chairs	25.0	300
computers, sit-down	2.0	workstns	35.0	70
<b>Total</b>				<b>629</b>

<b>3.11</b>	<b>Group Study Room A</b>	<b>120 square feet</b>
<b>3.12</b>	<b>Group Study Room B</b>	<b>120 square feet</b>
<b>3.13</b>	<b>Group Study Room C</b>	<b>120 square feet</b>

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The LL&LC needs space in which small groups of students or the general public can work collaboratively on projects. Each Group Study Room needs to be acoustically separate and outfitted with a conference table, a lockable presentation board with white board, tack board.

Each space needs to accommodate up to six people and should be wired and cabled to allow laptop computer use. The room should be visible from the main path of travel in the public space. It needs to be monitored from the Information Desk. At least one wall of the room needs to be glass enclosed for visibility.

The *Reading Rocks* and *Math Sense* learning intervention programs through the Joint Venture Cooperative Agreement, will take place in these rooms, as part of the Seaborg Consortium service program. Students and tutors from the Homework Center may also use these rooms, from time to time, for special study sessions.

<u>Occupancy:</u>	2 – 6 (per room)
<u>Seating:</u>	Six chairs at one conference table (per room)
<u>Sight lines from:</u>	3.3      Information Desk
<u>Secondary Spatial Relationships:</u>	3.15      Homework Center (near)
<u>Collections:</u>	None

Acoustics: These rooms will be the designated locations for small groups to work, to provide appropriate, acoustically isolated areas in which conversations can take place without disturbing other customers. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in these conference room size spaces.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: These rooms are intended to serve groups from two through six people. Provide simple seating and tables that will work with groups in this range.

Fenestration: Staff at the Information Desk needs to be able to monitor activity within these rooms. Interior glazing along at least one wall of each room is required, from approximately 36" off the floor to the ceiling.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide each room with 30-40 foot-candles average, measured horizontally at desktop.

Security: Staff will control access to this space. Doors must be lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility. Signs summarizing procedures for use of the room will be posted adjacent to each door.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC.

Provide four wall-mounted power receptacles in each room, to supply power to laptop computers or other portable electronic devices. This space should be wireless ready.

Visual Supervision: These spaces need to be observable from the Information Desk and from the general public space.

Components:

3.11 Group Study Room A	Quantity	Item	SF/Item	SF Needed
seating @ conference tables	6.0	chairs	20.0	120
white, wall-mounted	1.0	board	0.0	0
<b>Total</b>				<b>120</b>

3.12 Group Study Room B	Quantity	Item	SF/Item	SF Needed
seating @ conference tables	6.0	chairs	20.0	120
white, wall-mounted	1.0	board	0.0	0
<b>Total</b>				<b>120</b>

3.13 Group Study Room C	Quantity	Item	SF/Item	SF Needed
seating @ conference tables	6.0	chairs	20.0	120
white, wall-mounted	1.0	board	0.0	0
<b>Total</b>				<b>120</b>

### 3.14 Technology Lab

406 square feet.

This room will be designed to offer public access computer equipment both for technology training and for public access to word processing and other software applications. The Seaborg Consortium will sponsor computer-based training and educational programs that will take place in this space, as one component of the Joint Venture Cooperative Agreement programs developed by the City, County, and the school districts.

The space needs to be an enclosed room, equipped with ten sit-down computer workstations and one networked printer with a print release and print payment station, as well as one workstation for the instructor. The space should allow workstations to be arranged classroom style rather than around the room's perimeter, with whiteboard space along one wall.

The space will be accessible to the public when training is not in progress. The space therefore needs to be glass-enclosed for visibility, from approximately 36" above the floor to ceiling height. It should also be acoustically isolated from other activities when training is in session. The seating at each workstation should be generous enough to allow two people to sit side-by-side facing the monitors.

The space needs a supply cabinet and an area for the trainer to stand, and needs to be cabled for PowerPoint™ presentations, live, interactive online demonstrations and distance learning classes. A projection screen and ceiling-mounted data/video projector or an Egan Smart Board™ will be required. At times, this space may be used in conjunction with the Library Arts & Science Discovery Center and / or the Community Meeting Room for multifaceted programming.

<u>Occupancy:</u>	4 – 21
<u>Adjacencies:</u>	3.10 Teen Area 3.15 Homework Center
<u>Sight lines to:</u>	3.3 Information Desk
<u>Collections:</u>	None

Acoustics: This space will be used for computer based training and workshops on a regular basis. It will also be used by individuals when workshops are not in progress. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space.

Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Ensure that the space is zoned to prevent heat build-up caused by constant computer use.

Flexibility / Expandability: N/A

Fenestration: Windows, either at eye level or clerestory, must be shaded to allow darkening of the room for audiovisual presentations.

Finishes: The floor should be carpeted. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide a minimum 30-40 foot-candles average with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note-taking lights should not spill into the projection screen.

Security: Provide direct sight line supervision from the Information Desk.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and information sign indicating the entrance to the room is needed, ceiling-mounted or wall-mounted, in accordance with the design. All permanent signs required for access compliance are required.

Technology / Audiovisual / Power / Data: The room must have adjustable lighting levels, ceiling-mounted video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming, wireless communications connectivity, and interactive demonstrations of online or Internet resources. Provide standard, wall-mounted communications and power outlets along each perimeter wall as well as recessed, flush floor-mounted communications and power outlets, spaced to support the room's intended uses and occupancy levels.

Technology equipment in this area includes:

- Public access computer workstations (sit-down), each including CPU vertically mounted beneath work surface, monitor, keyboard, and mouse
- Networked printer 6
- PC workstation and printer for instructor, including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer
- Video and still projection equipment, ceiling-mounted, for PowerPoint™ presentations and interactive online demonstrations, or an Egan™ Smart Board
- Projection screen, ceiling-mounted
- Telephone handset for instructor

Components:

3.14 Technology Lab	Quantity	Item	SF/Item	SF Needed
computers, sit-down	10.0	workstns	35.0	350
printer, networked	1.0	printer	6	6
supply cabinet, 2-door	1.0	cabinet	20.0	20
instructor's desk, with computer and printer	1.0	desk	30.0	30
projector, video/data, ceiling-mounted	1.0	projector	0.0	0
projection screen, ceiling-mounted	1.0	screen	0.0	0
white board	1.0	board	0.0	0
<b>Total</b>				<b>406</b>

### 3.15 Homework Center

675 square feet

Learning enhancement activities offered at the Lafayette Library & Learning Center will supplement the academic curriculum of K-12 students outside of the traditional school environment. These activities will include homework help and tutoring, math and reading intervention, and study/research skills training. The Homework Center will be open for student use Monday through Friday, from 2:30 p.m. to 9:00 p.m., Saturdays from 10:00 a.m. to 6:00 p.m., and during all hours that the Lafayette Library & Learning Center is open during school vacations and breaks during the school year. The Homework Center will also be available for class visits during school hours. The Lafayette Library & Learning Center's Homework Center Coordinator will schedule volunteers to supervise activity and provide homework help in the Center and will coordinate volunteer tutors with K-12 students for one-on-one or group tutoring sessions.

The Center will include one four-place table for projects and group tutoring, six two-place tables at which one or two students may work on assignments, five sit-down computer workstations, one networked printer, one wall-mounted TV/ video / DVD player, an instructor's desk, four sections of shelving for textbooks and curriculum support materials and two lockable two-door storage cabinets.

The Homework Center will serve upper elementary school, middle school and high school students. Its location must be carefully considered to allow students of various ages and grade levels to feel comfortable entering and using the space. An "age neutral" area, apart from either the Children's Service area or the Teen Area, will work best to attract all segments of the intended target audience. Proximity to the circulating book collection will be important, also, since many school assignments will involve use of that material.

The space needs to have acoustical separation to provide a distraction-free environment in which students will be able to concentrate on their work.

Occupancy: 6 – 20

Seating: One 4 -place table  
Six 2-place tables

Adjacencies: 3.10 Teen Area  
3.14 Technology Lab

Sight lines to: 3.3 Information Desk

Secondary Spatial Relationships: 1.1 Lobby / Entrance (near)  
3.7 Adult Nonfiction Collection (near)  
3.8 Periodicals and Newspapers (away from)  
3.9 Lafayette Heritage Collection (away from)

Collections: None

Acoustics: Students need acoustical separation from the general noise level of the LL&LC to promote concentration and effective learning. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This space will need to be equipped with easily movable tables and chairs that allow students and tutors to form groups of tables or create separate study spaces within the room.

Fenestration: Natural light will be important in this space to provide students with a comfortable studying environment. Avoid glare on computer monitors from exterior windows or interior lighting.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

One computer workstation needs to be equipped to support the needs of visually impaired and hearing impaired, with print enlargement capability, voice recognition software, and other disability mitigation features.

Lighting: Provide each room with 30-40 foot-candles average, measured horizontally at desktop.

Security: Staff will control access to this space. Doors must be lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system, in use throughout the facility. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC.

Provide recessed, floor-mounted and/or wall-mounted power and data receptacles to enable students to use laptop computers and other portable electronic devices in this space. The space should be wireless ready.

Technology equipment in this area will include:

- Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard and mouse
- Networked printer
- Print release station
- Telephone handset
- TV / video / DVD player, wall-mounted

Visual Supervision: Provide interior glazing into this room to enable staff at the Information Desk to monitor activity in the space.

Components:

<b>3.15 Homework Center</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
seating @ 4-place table for projects and group tutoring	4.0	chairs	25	100
seating @ 2-place tables	12.0	chairs	25.0	300
white boards, wall-mounted	2.0	boards	0	0
computers, sit-down, @ counter	4.0	workstns	35	140
Printers	1.0	printers	12	12
print release station	1.0	station	12	12
TV/video/DVD player, wall-mounted	1.0	unit	0.0	0
instructor's desk	1.0	desk	30.0	30
supply cabinets, 2-door, lockable	2.0	cabinets	20.0	40
shelving, 72" for textbooks and curriculum support	4.0	sections	10.3	41
<b>Total</b>				<b>675</b>

### 3.16 Copy Machines

110 square feet

This space will contain one standard black and white photocopy machine and one color photocopy machine for the public, a work counter with a lockable storage cabinet below, and a change machine.

This area needs to be visible from the main public path of travel and easy to find, somewhat separate for acoustical buffering but not an enclosed space, and near the Accounts Desk so that staff may readily assist customers.

Floor covering in this space must be vinyl or other hard surface.

Staff will also use this copy machine for work-related photocopying.

Occupancy: 1 – 3

Adjacencies: 1.1 Lobby / Entrance  
Main path of travel

Secondary Spatial Relationships: 2.1 Accounts Desk

Collections: None

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, to isolate noise generated by the copy machines and attendant equipment.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Consider separate venting of this area to ensure that heat and particulate exhaust from the equipment is vented directly to the exterior of the building rather than through intermediate public spaces.

Flexibility / Expandability: This space is not expected to require expansion over time.

Fenestration: N/A

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 50 foot-candles average, measured at work counter height.

Security: Locate the copy machines in an open area with good visibility from the Accounts Desk to minimize vandalism to the equipment or to materials.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide dedicated electrical circuits for each photocopy machine.

The equipment planned for this space includes:

- Photocopy machines
- Change machine
- Debit card dispenser
- Electric typewriter

Visual Supervision: See Security, above.

Components:

<b>3.16 Copy Machines</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
copy machine, standard b&w	1.0	copiers	45.0	45
copy machine, color	1.0	copiers	45.0	45
cabinet, supply, 4' x 2.5', work counter and storage below	1	cabinet	16.0	16
change machine	1	unit	4.0	4
<b>Total</b>				<b>110</b>

### 3.17 Community Information / Handouts

30 square feet

The LL&LC is a community information center, offering up-to-date information on upcoming events and community resources. This area will be a focal point for display of flyers, posters, newsletters and other items that publicize classes, meetings and other events in Lafayette and nearby communities.

The space will contain a built-in display unit, wall-mounted or freestanding, with brochure and newspaper racks, a bulletin board and storage below. Its dimensions should be approximately 6' long x 5' high x 1.5' deep. This unit needs to be in an accessible location, adjacent to the Lafayette Heritage Collection and removed from the public entrance. Local publications and free publications that the LL&LC offers to visitors for pickup will be placed here. The display unit will need enclosable storage to allow stockpiling of additional copies of publications, bus schedules and other items, until they are needed.

Occupancy: 1 - 4

Adjacencies: 3.9 Lafayette Heritage Collection

Collections: None

Acoustics: N/A

Environmental Conditions: N/A

Flexibility / Expandability: The display cabinet should be designed to accommodate a wide variety of publications, in all shapes and sizes. Space for storage of multiple copies of handouts is critical.

Fenestration: N/A

Finishes: Design the display cabinet to withstand constant use. Use enduring materials.

Disabled Access: Display racks need to be within the dimensions required for ADA compliance

Lighting: Provide lighting at 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an 6-to-1 maximum-to-minimum ratio across the cabinet face.

Security: N/A

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: N/A

Visual Supervision: N/A

Components:

3.17 Community Information / Handouts	Quantity	Item	SF/Item	SF Needed
display unit, wall-mounted, with brochure & newspaper racks, bulletin board & storage below, 6'L x 5'H x 1.5'D	1.0	unit	30.0	30
<b>Total</b>				<b>30</b>

## 4.0 Children's Services

### 4.1 Children's Computers

246 square feet

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This space will contain six sit-down computer workstations and one networked printer for children and their families to use. Printing will be managed by a print release station and print payment station placed next to the workstations.

This equipment needs to be adjacent to, or easily monitored from, the Information Desk, and oriented so that staff can quickly identify those who need help. The equipment also needs to be arranged to avoid screen glare. Often, two or more people, either children or children and adults, will sit facing a monitor, so generous space will be needed required at each workstation.

Occupancy: 6 – 15

Sight line from: 3.3 Information Desk

Secondary Spatial Relationships:

4.6	Children's Fiction, Languages, Paperbacks (near)
4.7	Children's Nonfiction Collection (near)
4.8	Children's Audiovisual Media (near)

Collections: None

Acoustics: Machine noise from the computer workstations in this space will penetrate to adjoining spaces. Care should be taken to mitigate this inevitable source of sound. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: The number of computer workstations in this area may increase once the LL&LC opens. Lay out the area with expandability in mind.

Fenestration: Avoid glare on computer monitors from exterior windows or interior lighting.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

One computer workstation needs to be equipped to support the needs of visually impaired and hearing impaired, with print enlargement capability, voice recognition software, and other disability mitigation features.

Lighting: Provide 30-40 foot-candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Ensure that light fixtures and orientation avoid computer screen glare.

Security: Orient computer workstations toward circulation paths surrounding the space to deter inappropriate use and undetected abuse or vandalism. Visibility into all areas of Children's Service area from the Information Desk is needed.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide one single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets. Data drops should be integrated into the computer tables.

The technology equipment planned for this area includes:

- Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and wire management
- Networked printer
- Print release station
- Print payment station

Visual Supervision: Visibility into all areas of Children's space from Information Desk is needed.

Components:

4.1 Children's Computers	Quantity	Item	SF/Item	SF Needed
computers, sit-down	6.0	workstns	35.0	210
printer, networked	1.0	printers	12.0	12
print release station	1.0	station	12.0	12
print payment station	1.0	station	12.0	12
<b>Total</b>				<b>246</b>

The picture book area will be the central point for service to young children. Toddlers, preschoolers and kindergarteners and their parents will gravitate to this area and its collection of picture books. The space needs to be visible from the entrance to the Children's Service area, child-friendly, safe, secure and acoustically separated from the rest of the LL&LC. Its layout needs to "contain" its visitors, preventing young children from wandering away unattended. There must be a clear line of sight into this space from the Information Desk.

Seating should be dimensioned for young children, the tables 20" to 22" from the floor to the bottom of the table and chairs only 12" to 14" from the floor to the top of the chair seat. An open area within the space is needed to allow children and their parents to sit on the floor and read together. The Family Reading space will also serve this purpose. The Storytelling Space, adjacent to the picture books, will provide an informal gathering point for children's programs and class visits.

This space needs a comfortable ambience in which families can enjoy finding and reading books together. Low, toddler tables will be located here so adults may sit and read with their young children.

Occupancy: 10 – 30 (after storytelling programs)

Adjacencies: 4.4 Storytelling Space

Seating: Two 4-place toddler tables

Sight line from: 3.3 Information Desk

Secondary Spatial Relationships: 4.3 Family Reading / Children's New Books and Magazines

Collections: The shelving here needs to accommodate:

- 4,875 (75% of 6,500) children's picture books, folktales and board books on 45" shelving, 3 shelves per section, in 36 sections (assumes 15 titles per linear foot)
- 1,650 (75% of 2,200) children's easy readers on 45" shelving, 3 shelves per section, in 12 sections (assumes 15 titles per linear foot)

Acoustics: Small children and their parents will gather here to find books to enjoy and will often read them together in this space. The area will inevitably be a source of noise and should be designed to contain noise spillage as much as feasible. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This collection will increase over time, possibly requiring additional shelving.

Fenestration: Ensure that direct sunlight does not come into contact with materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Use slanted shelves at lowest shelf heights.

Lighting – Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Lighting – Reading Area: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Visibility into all areas of Children's Services area from the Information Desk is needed.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted power outlets for use by staff.

Visual Supervision: Visibility into all areas of Children's Services area from Information Desk is needed.

Components:

<b>4.2 Picture Books</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
shelving, 45", for picture books	36.1	sections	10.3	372
shelving, 45", for easy readers	12.2	sections	10.3	126
seating @ 4-place toddler tables, round	8.0	chairs	22.0	176
<b>Total</b>				<b>674</b>

#### **4.3 Family Reading / Children's New Books and Magazines**

**185 square feet**

This space is intended to give parents and young children a comfortable seating area, close to the picture book shelving, in which they can find books they can read and enjoy together. Books and other materials on parenting topics will also be shelved here for browsing by parents. Children and families will also browse through the popular book display and the current magazines shelved in this space. The space can also be used by adults who are waiting for children who are attending programs in the Storytelling Space.

Acoustical shielding of this space from the general public area is critical since parents and children will be reading aloud and adult visitors may become engaged in conversations as they wait for their children.

Wall-mounted display boards are needed here to mount exhibits of children's art, crafts or similar eye-catching displays.

<u>Occupancy:</u>	2 – 8
<u>Seating:</u>	Two lounge chairs
<u>Adjacencies:</u>	4.4 Storytelling Space 4.7 Children's Nonfiction Collection
<u>Sight lines to:</u>	4.9 Family Restroom
<u>Secondary Spatial Relationships:</u>	4.2 Picture Books (near)

Collections: Books and other materials on parenting topics will be shelved here for browsing by parents, childcare providers and other adults who are responsible for the care of young children. Children and families will also browse through the popular book display and the current magazines shelved in this space.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate:

- 150 (75% of 200) volumes of books and on parenting, education and related topics on 66" shelving, 5 shelves per section, in 1 section (assumes 8 volumes per linear foot)
- 80 (40 of 200) volumes new books for children on 54" high slanted-shelf retail-display type 4' x 3' mobile units, 3 shelves per section, in 1 section (assumes 6.5 volumes per linear foot)
- 18 (100% of 18) titles of children's magazines on 66" slanted display shelving, 4 shelves per section, in 1.5 sections (assumes 1 title per linear foot)
- 6 (100% of 6) titles of parenting magazines on 66" slanted display shelving, 4 shelves per section, in 0.5 section (assumes 1 title per linear foot)

Acoustics: Small children and their parents will gather here to find books to enjoy and will often read them together in this space. The area needs to contain noise spillage as much as feasible. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This area is not expected to require additional space over time.

Fenestration: Ensure that direct sunlight does not come into contact with LL&LC materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house LL&LC materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting – Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Lighting – Reading Area: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Visibility into all areas of Children's Services area from the Information Desk is needed.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support future equipment moved here from another part of the LL&LC. This space should be wireless ready.

Visual Supervision: Visibility into all areas of Children's space from Information Desk is needed.

Components:

<b>4.3 Family Reading Area/Children's New Books and Magazines</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
shelving, 54", mobile, retail, for new books	1.0	sections	25.0	25
shelving, 66", slanted for magazine display	1.5	sections	10.3	15
seating @ lounge chairs, oversize	2.0	chairs	35.0	70
floor seating for parents and children		seating	56	56
shelving, 66", for parenting books	1.3	sections	10.3	13
shelving, 66", slanted for parenting magazine display	0.5	sections	10.3	5
<b>Total</b>				<b>185</b>

This space complements the picture book collection, intended to provide space for storytelling programs to groups of up to thirty young children and adults. The storytelling space needs to be adjacent to the Picture Books and to the Family Reading area, open and accessible whenever programming is not occurring. The area should be designed and laid out to minimize noise spillage into the rest of the LL&LC.

Lighting in the space should include down lights that can be adjusted for lighting level and direction over the performance space. The floor may include movable risers, depending on the building design, as long as the space does not become a magnet for inappropriate behavior. All areas should be carpeted.

The entry to the space should allow parents to check on their children without disrupting the program. Some parents will bring strollers with them into the area, so parking for this equipment has been included.

Occupancy: 30 children and adults during programs

Seating: Ten bench seats  
Twenty floor seats (carpeted)

Adjacencies: 4.2 Picture Books  
4.3 Family Reading / Children's New Books and Magazines

Secondary Spatial Relationships: None

Collections: None

Acoustics: This programming space will generate noise before, during and following programming events. The space should be designed to minimize noise spillage outside the Children's Services area. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: Utilize a minimum of permanent furniture and fixtures in this area, to allow maximum flexibility within the space. If risers are used, restrict them to the edge of the space to allow the maximum amount of clear, flat floor space within the area.

Fenestration: Avoid exterior windows in this space to prevent visual distraction to children participating in programs in the area. Consider use of interior glazing to provide an acoustical buffer for the space.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Ensure that risers or other architectural features avoid limiting access to the space by people in wheelchairs. Place performer's space away from windows or other sources of light that would create silhouettes or shading that decreases the ability of limited vision individuals from seeing the performer or prevents the hearing impaired from clearly seeing the performer.

Lighting: Provide 30-40 foot-candles average, measured horizontally at 30" above floor surface, with dimmable lighting controls to support programming activity. Provide accent downlighting, operable by staff, for use during programming.

Security: Visibility into all areas of Children's Services space from the Information Desk is needed.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted communications and power outlets or recessed, flush floor-mounted outlets, for use by staff in programming. A mobile AV cart will sometimes be used in this area to present video programs. Wiring to accommodate a mobile TV / video playback unit (stored in Programming Storage) is needed.

Visual Supervision: Visibility into all areas of Children's Services space from the Information Desk is needed.

Components:

<b>4.4 Storytelling Space</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
floor seating, carpeted	30.0	spaces	10.0	300
stroller parking	6.0	strollers	9.0	54
bulletin board, wall-mounted	2.0	boards	0.0	0
<b>Total</b>				<b>354</b>

#### 4.5 Programming Storage

47 square feet

This space, an enclosed, lockable storage room, should be located near the Storytelling Space to house programming supplies and props. Shelving for storytelling books used in programs, puppets, audiovisual equipment and other items will be found here, as well as storage space for a mobile audiovisual cart for a TV/ video /DVD monitor / player.

Occupancy: None

Secondary Spatial Relationships: 4.4 Storytelling Space (near)

Collections: None

Acoustics: None

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: Orient the entrance to provide optimum clearance in and out of the room.

Fenestration: N/A

Finishes: Provide hard floor covering rather than carpet in this area. Use corner guards to protect walls. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 30-40 foot-candles average, measured at 40" above floor. Consider motion-activated lighting controls in this space.

Security: Staff will control access to this space. Doors must be lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted power outlets for use by LL&LC staff. Equipment needed will be a mobile TV / Video / DVD playback unit.

Visual Supervision: N/A

Components:

4.5 Programming Storage	Quantity	Item	SF/Item	SF Needed
shelving, 84", for programming props and supplies	4.0	sections	10.3	41
AV cart, mobile, with TV/Video/DVD playback unit	1.0	cart	6.0	6
<b>Total</b>				<b>47</b>

This space will contain seating at tables and shelving for the children's circulating fiction and genre books, paperback fiction and languages books. Paperback books will be shelved on display spinners built into standard shelving units in this area. There will be four computer sit-down workstations.

Each of these collections needs its own identity to allow children to easily find the books they need. All shelving will be 66" high for child-friendly access. Seating at three 4-place tables for reading and study by elementary and middle school-age children will be located adjacent to the shelving.

<u>Occupancy:</u>	6 – 15
<u>Seating:</u>	Four 4-place tables
<u>Adjacencies:</u>	4.8 Children's Audiovisual Media
<u>Sight lines to:</u>	3.3 Information Desk
<u>Secondary Spatial Relationships:</u>	4.1 Children's Computers

Collections: This space will contain seating and shelving for the children's circulating fiction and genre books, paperback fiction and languages books. Paperback books will be shelved on display spinners built into standard shelving units in this area.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate:

- 488 (65%% of 750) volumes of children's genre on 66" shelving, 5 shelves per section, in 3 sections (assumes 10 titles per linear foot)
- 3,300 (75% of 4,400) volumes of children's fiction on 66" shelving, 5 shelves per section, in 22 sections (assumes 10 titles per linear foot)
- 260 (65% of 400) volumes of children's paperback fiction on 66" built-in spinners, 6 tiers per spinner, in 1 section (assumes 16 titles per linear foot)
- 140 (70% of 200) volumes of international languages books for children on 66" shelving, 5 shelves per section, in 0.6 section (assumes 15 titles per linear foot)
- Acoustics: Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This collection will increase over time, possibly requiring additional shelving.

Fenestration: Ensure that direct sunlight does not come into contact with materials, display areas, or seating areas. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest shelf to the extent possible.

Lighting – Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Lighting – Reading Area: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Visibility into all areas of Children's Services space from the Information Desk is needed.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should be wireless ready.

Visual Supervision: Visibility into all areas of Children's Services space from the Information Desk is needed.

#### Components:

<b>4.4 Children's Fiction, Languages, Paperbacks</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
shelving, 66", for J genre books	3.3	sections	10.3	33
shelving, 66", for J fiction books	22.0	sections	10.3	227
shelving, 66", w built-in spinners for J paperbacks	0.9	sections	10.3	10
shelving, 66", for J languages books	0.6	sections	10.3	6
seating @ 4-place tables, rectangular	16	chairs	20	320
computers, sit-down	4	workstn	35.0	140
<b>Total</b>				<b>736</b>

This space will contain seating and shelving for the children's circulating nonfiction and paperback nonfiction books. Paperback books will interfiled with the nonfiction hardback books in this area. Students in elementary and middle school will draw heavily on this collection for school assignments as well as personal interest reading. The shelving needs to be spaced generously to accommodate numerous visitors.

Each of these collections needs its own identity to allow children to easily find the types of books they need. All shelving will be 66" high for child-friendly access. Seating at four 4-place tables for reading and study by elementary and middle school age children will be located adjacent to the shelving.

Occupancy: 6 – 20

Seating: Three 4-place tables

Adjacencies: 4.3 Family Reading / Children's New Books and Magazines  
4.8 Children's Audiovisual Media

Sight line to: 3.3 Information Desk

Secondary Spatial Relationships: 4.1 Children's Computers (near)

Collections: This space will contain seating and shelving for the children's circulating nonfiction and paperback nonfiction books. Paperback books will interfiled with the nonfiction hardback books in this area. Students in elementary and middle school will draw heavily on this collection for school assignments as well as personal interest reading. All shelving will be 66" high for child-friendly access.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate:

- 563 (75% of 750) volumes of children's holiday books on 66" shelving, 5 shelves per section, in 3 sections (assumes 10 titles per linear foot)
- 7,428 (67% of 11,087) volumes of children's nonfiction and biographies on 66" shelving, 5 shelves per section, in 50 sections (assumes 10 titles per linear foot)
- 260 (65% of 400) volumes of children's nonfiction paperbacks (interfiled with hardbacks) on 66" shelving, 5 shelves per section, in 1 section (assumes 15 titles per linear foot)

Acoustics: This area will be less noisy and active than Children's New Books or Children's Audiovisual Media spaces. Locate book stacks to buffer reader seating from noisy areas. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This collection will increase over time, possibly requiring additional shelving.

Fenestration: Ensure that direct sunlight does not come into contact with materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest shelf to the extent possible.

Lighting – Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Lighting – Reading Area: 30-40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Security: Visibility into all areas of the Children's Services space from the Information Desk is needed.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. Provide one laptop computer power connection at each reader seat. This space should be wireless ready.

Visual Supervision: Visibility into all areas of the Children's Services space from the Information Desk is needed.

Components:

4.7 Children's Nonfiction Collection	Quantity	Item	SF/Item	SF Needed
shelving, 66", for J nonfiction books	49.5	sections	10.3	510
shelving, 66", for J paperbacks, interfiled with hardbacks	1.2	sections	10.3	12
shelving, 66", for J holiday books	3.8	sections	10.3	39
seating @ 4-place tables, rectangular	12.0	chairs	33.3	400
<b>Total</b>				<b>961</b>

This area will be a major magnet for children and their families. It will offer videos, DVDs, music compact discs, audiobooks, compact discs, multimedia AV kits and other media collections for children in 66" high audiovisual display and browsing bin shelves. This will be a high-use, busy space with strollers and family groups with small children browsing through the shelves. It will be important to provide wide aisles between the shelving and clear visibility from the Information Desk.

Occupancy: 6 – 16

Adjacencies: 4.6 Children's Fiction, Languages, Paperbacks  
4.7 Children's Nonfiction Collection

Sight lines from: 3.3 Information Desk

Secondary Spatial Relationships: 4.1 Children's Computers

Collections: This area will offer videos, DVDs, music compact discs, audiobooks, compact discs, multimedia AV kits and other media collections for children in 66" high audiovisual display and browsing bin shelves.

Numbers of volumes below reflect total number of volumes to be shelved at one time and total collection size. The shelving here needs to accommodate:

- 326 (65% of 502) children's videos on 66" canted "universal" shelving, 5 shelves per section, in 3 sections (assumes 7 titles per linear foot)
- 423 (65% of 650) children's music CDs on 66" AV browsing shelving, 3 shelves per section, in 2 sections (assumes 20 titles per linear foot)
- 375 (75% of 500) children's audio books (tape and CD) on 66" canted "universal" shelving, 5 shelves per section, in 3 sections (assumes 8 titles per linear foot)
- 780 (65% of 1,200) children's DVDs on 66" canted "universal" shelving, 5 shelves per section, in 4 sections (assumes 12 titles per linear foot)
- 50 (50% of 100) children's CD-Rom software on 66" canted "universal" shelving, 5 shelves per section, in 0.5 section (assumes 7 titles per linear foot)
- 200 (50% of 400) children's AV kits in hang-up bags on 66" shelving with rods, 3 hang-up rods per section, in 4 sections (assumes 6 titles per linear foot)
- 70 (70% of 100) children's AV language learning material on 66" AV browsing shelving, 3 shelves per section, in 0.4 section (assumes 20 titles per linear foot)

Acoustics: This area will be a popular and sometimes bustling, noisy magnet for individuals and families, sometimes in groups. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This collection will increase over time, possibly requiring additional shelving.

Fenestration: Ensure that direct sunlight does not come into contact with materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house LL&LC materials. Locate book stacks so that direct sunlight does not fall on the shelves.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Use slanted shelves at two lowest shelf heights. Avoid use of lowest shelf to the extent possible.

Lighting – Shelving: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

Security: Visibility into all areas of the Children's Services space from the Information Desk is needed.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A major directional and identification sign is needed here, highly visible from the direction of most frequent approach, at least 8' clear from the bottom edge of the sign to the floor and vandal resistant. The sign must be large enough to be read from the Entrance, integrated into the interior design of the building and coordinated with the space planning, reflected ceiling and lighting, and other pertinent elements of the facility.

Technology / Audiovisual / Power / Data: Provide standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the LL&LC.

Visual Supervision: Visibility into all areas of the Children's Services space from the information Desk is needed.

Components:

4.8 Children's Audiovisual Media	Quantity	Item	SF/Item	SF Needed
shelving, 66", for videos	3.1	sections	10.3	32
shelving, 66", for DVDs	4.3	sections	10.3	45
shelving, 66", AV browse bins, for music CDs	2.3	sections	10.3	24
shelving, 66", for books on tape and CD	3.1	sections	10.3	32
shelving, 66", with hanging rods, for AV kits	3.7	sections	10.3	38
shelving, 66", AV browse bins, for language learning	0.4	sections	10.3	4
shelving, 66", for CD-Rom software	0.5	sections	10.3	5
<b>Total</b>				<b>175</b>

A single-occupancy restroom is needed for use by parents and their children, the entrance clearly visible from the main circulation area in the Children's space. The restroom must be equipped with a lock override device to allow staff to help children who accidentally lock themselves into the restroom.

Sight lines to: Main circulation path in Children's Services area

Secondary Spatial Relationships: 3.3 Information Desk (near)

Collections: None

Acoustics: Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially programming spaces.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Provide ventilation sufficient to ensure physical comfort and protect health, with a minimum 12 air exchanges each hour. Provide exhaust fans specific to the space.

Flexibility / Expandability: N/A

Fenestration: None

Finishes: Floor and wall coverings should be a hard surface, tile or vinyl, with the floor coved to a height of five feet. Each restroom must have a sloping floor drain and one hose bib. Vandal-resistant materials and finishes throughout each restroom are a prime consideration.

Disabled Access: Restrooms must be ADA-compliant, toilet seat tops at 17" to 19" above finished floor and all fixtures and accessories specified and installed in accordance with accessibility regulations.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Security: Provide privacy wall within entrance to ensure privacy for those inside each restroom. Ensure that entrance to restroom is clearly visible from the Children's Services' main public space.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. Provide required graphic signage as well as textual signs for each restroom, at heights, dimensions and other parameters required by code.

Technology / Audiovisual / Power / Data: Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

Visual Supervision: Entrance should be visible from the Children's Services' main public space.

See also Section II, General Design Considerations: Plumbing and restrooms for specifications of restrooms.

## **5.0 Staff Spaces**

### **5.1 Staff Work Room / Sorting and Returns 1,367 square feet**

#### Sorting and Returns

This space will be the center of staff activities related to managing materials movement within the building. The County plans to utilize automated check-in and sorting equipment to handle most of the materials handling tasks now performed by staff. This equipment will be integrated with an RFID (radio frequency identification) inventory control and security system to manage check-in and initial sorting of returned materials. One 3M™ Digital Smart Check device and a 3M™ Digital Smart Sorter with three to five sorting bins will be located here. A second 3M™ Smart Check/Sorter unit will be installed on the lower level of the parking garage for convenient, around-the-clock drop-off.

The space must also accommodate parking for twenty book trucks that staff will use to move materials back to the shelves, spare return bin carts and delivery tote boxes.

The Sorting and Returns space should be adjacent to the Staff Work Room and near the Shipping and Delivery Entrance. The space will also include two staffed check-in workstations and shelving for processing delivery items.

#### Staff Work Room

Staff will spend most of their time working in the public spaces, helping customers use the LL&LC, conducting programs or training sessions, and managing the collections and equipment. This space will be the work area in which staff can perform tasks that cannot effectively be performed in the public spaces. Examples include collection development activities or processing and mending materials. Attention to traffic patterns for both people and book trucks will be crucial to the success of this workspace. Good task lighting at each workstation as well as appropriate ambient lighting levels will also be important here.

The space needs to accommodate 10 staff counter workstations that have shelving above each work surface. Full-time staff will each be assigned a workstation and part-time staff will share workstations. The space will also contain a worktable that both volunteers and staff can use. Check-in and sorting of materials returned from circulation will take place at Sorting and Returns. Deliveries will be dropped off and picked up at the Shipping and Receiving / Staff and Delivery Entrance.

Additional furniture and equipment needed in this space includes:

- Six sections of wall-mounted 84" high shelving for holding new materials, damaged items and other circulation problems.
- A work counter with cabinets above and below.
- A bulletin board and a white board, both wall-mounted.
- Book truck parking space within each modular workstation (most trucks will be housed at Sorting and Returns)
- Fax machine

Data/voice drops will be required at each staff workstation. See also Section II, General Design Considerations: Staff workstations and offices for workstation dimensions and specifications.

This will be a high traffic area with continual movement of book trucks and other materials between this space and other parts of the LL&LC. The entrances to this space need to be extra wide, designed so that doors are unnecessary between this and adjacent spaces. Install corner guards as appropriate. The public should not be able to view the interior of the Staff Work Room from the Accounts Desk.

There needs to be direct access into this space from the Accounts Desk and from the open public area, so that staff may move back and forth quickly and conveniently between their work space, the service desk and the public area.

Occupancy: 2 – 8

Adjacencies:

2.1	Accounts Desk
2.2	Express Check-out and Reserves
2.3	Material Return Drops – Lobby / Interior
5.3	Telecommunication / Server Room
5.5	Storage and Supplies
5.6	Custodial/Maintenance Supplies
5.7	Staff Lounge
5.8	Staff Restrooms

Secondary Spatial Relationships:

5.2	Library Manager's Office (near)
5.4	Shipping and Receiving / Staff and Delivery Entrance (near) Elevator to parking level (near)

Collections: None

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: While this space is not intended to expand, it should be kept as open and flexible as possible to allow for addition or future reconfiguration of staff workstations.

Fenestration: Provide windows to the exterior in this space to give staff access to natural light.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Security: The main staff workroom area will be separated from the public area by a lockable door equipped with a door closer and hold-back device.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide standard communications and power outlets at each staff workstation at along the work counter, 6" to 9" above the work surface. This space should be wireless ready.

Technology equipment in this space will include the following:

- Sorting and Returns
  - 3M™ Digital Smart Sorter
  - 3M™ Digital Smart Check device
  - Check-in workstation, including computer workstation, laser scanner, keyboard, mouse, printer
- Staff Work Room
  - PC workstation at each staff modular office workstation, including CPU, monitor, keyboard, printer and mouse
  - Telephone handset at each staff workstation
  - Fax machine
  - Barcode reader at each staff workstation

Visual Supervision: N/A

Components:

5.1 Staff Work Room / Sorting and Returns	Quantity	Item	SF/Item	SF Needed
3M™ Digital Sorter and Smart Check, attached to interior drop	1	sorter	190	190
check-in workstation, staffed	2	stations	40.0	80
book truck parking	20	trucks	8.0	160
spare return carts for exterior materials drop	2	carts	12.0	24
extra return bins for automated sorter	2	bins	10	20
shelving, 72" for processing returns, mends, delivery items	3	sections	10.3	31
workstations, office landscape, 8' x 7' + 25% circ space	6.0	wkstns	70.0	420
workstations, office landscape, 6' x 6' + 25% circ space	4.0	wkstns	45.0	180
chairs, task	10.0	chairs	0.0	0
chairs, guest	4.0	seats	25.0	100
computer workstations	10.0	workstns	0	0
printer, networked	1.0	printer	0	0
worktable for volunteers & staff	1.0	tables	40.0	40
chairs @ worktable	4.0	chairs	0.0	0
supply cabinet, 2-door	1.0	cabinet	20.0	20
shelving, 84"	6.0	sections	10.3	62
fax machine	1.0	fax	0.0	0
bulletin board, white board	2.0	boards	0.0	0
work counter with sink, cabinets above and below, 10' x 2'	1.0	counter	40.0	40
<b>Total</b>				<b>1,367</b>

This space is the office of the Library Manager. It will function both as a workspace and as a semi-public space for meetings and conferences with visitors. It should be easily accessible from the public spaces. The office needs a desk with a return, an ergonomic chair, two guest chairs, a lateral file and two sections of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 4

Adjacencies: 2.1 Accounts Desk  
3.3 Information Desk

Secondary Spatial Relationships: 5.1 Staff Work Room/Sorting and Returns (near)

Collections: None

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: N/A

Fenestration: Provide a window to the exterior to introduce natural light into this space.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 20 years is required in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 50 foot-candles average at the desk work surface, measured horizontally at desktop. Provide supplemental task lighting.

Security: Door must be lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide standard communications and power outlets at the desk, 6" to 9" above the horizontal work surface. This space should be wireless ready. Technology equipment in this space will include the following:

- PC workstation, including CPU, monitor, keyboard, printer and mouse
- Telephone handset

Visual Supervision: N/A

Components:

<b>5.2 Library Manager Office</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
desk, modular, with return and work surface bulb	1	desk	50.0	50
chair, task	1	chair	0.0	0
credenza	1	credenza	20.0	20
computer workstation	1	workstn	0.0	0
printer	1	printer	0.0	0
shelving, 84"	2	sections	10.3	21
lateral file	1	cabinet	15.0	15
chairs, guest	2.0	chairs	25.0	50
<b>Total</b>				<b>156</b>

### 5.3 Telecommunication / Server Room

125 square feet

This space will provide a secure area for computer and telecommunications equipment, centrally located within the building for efficiency in running wire and cable. The room will house the telephone system, intrusion alarm panel, fire alarm panel, if provided, public address system amplifier, cable TV / satellite distribution system equipment, patch panels, computer network equipment file servers and uninterruptible power source (UPS).

The area should be near the Shipping and Receiving / Staff and Delivery Entrance for convenient access by staff and vendors.

Occupancy: 0 – 1

Adjacencies: 5.1 Staff Work Room / Sorting and Returns

Secondary Spatial Relationships: 5.4 Shipping and Receiving/Staff and Delivery Entrance (near)

Collections: None

Acoustics: Acoustically isolate the equipment and systems located in this space from nearby spaces.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This space must be as flexible as possible, with generous expandability for additional patch panels and new equipment. Provide a raised floor to maximize electrical and cabling distribution potential.

Fenestration: N/A

Finishes: Floor covering should be hard surface

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 50 foot-candles average. Ensure that light levels are even throughout the space. Use light fixtures that minimize energy usage and avoid heat build-up.

Security: Doors must be lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted power outlets for use by staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Technology equipment will include:

- One computer workstation

- Telephone system and patch panels
- Telephone system automated attendant
- Fire alarm control panel
- Public address system control panel and amplifier
- Cable TV / satellite distribution system equipment
- Computer network equipment file servers
- Uniform/uninterruptible power supply
- Telephone handset

Visual Supervision: N/A

#### **5.4 Shipping and Receiving / Staff and Delivery Entrance**

**164 square feet**

This space will serve as an entrance for staff, custodial and delivery personnel. It needs to be secure and adjacent to the elevator to the parking garage, with proximity to the Staff Work Room / Sorting and Returns area.

The County Library's inter-branch delivery vehicle will make regular stops to drop off incoming shipments of materials and supplies and to pick up outgoing shipments bound for other libraries. Vendor delivery vehicles and service vehicles will also arrive frequently at the delivery entrance. The unloading space needs to accommodate commercial trucks similar in size to those used by Office Depot.

This space will need counter space, with lockable storage cabinets above and below, and clear floor space for stacks of incoming and outgoing delivery bags and bins. Books are shipped in canvas bags that are moved through the facility on book trucks. Audiovisual materials and other mail will be shipped in rigid stacking bins.

The space needs an extra wide door to allow bulky items such as computer equipment in large boxes, furniture and janitorial supplies delivered on pallets will be brought into the building through this entrance. An overhang at the entrance is also needed to protect shipments and people as they enter and exit during inclement weather.

Occupancy: 1 – 2

Adjacencies: Elevator to Parking Garage

Secondary Spatial Relationships: 5.1 Staff Work Room / Sorting and Returns (near)

Collections: None

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This space is not expected to require expansion over time. Generous space for delivery drop-off and pick-up is required, to accommodate increased circulation and inter-branch borrowing.

Fenestration: Install a small window in the delivery entrance door to give staff visual access to the exterior and to facilitate efficient entry and exiting.

Finishes: Provide hard surface floor covering in this area. Use high quality, standard color paint from a major manufacturer. Locate corner guards at key wall partitions and door openings.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 50 foot-candles average. Provide exterior lighting that illumines entrance threshold and its vicinity. Deliveries may be scheduled for off-hours. Effective, safe lighting between the delivery vehicle parking and delivery entrance is crucial.

Security: Install low-voltage arrival signal and intercom at exterior delivery entrance, controlled at Accounts Desk and within the Staff Work Room. See also Lighting, above.

The building will be equipped with an intrusion security alarm, with the control point located in this space. The system will be connected to a remote alarm monitored by a security dispatch service. The intrusion system needs to monitor all exterior windows and doors. Access to this space will be controlled by staff. Doors must be lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted power outlets for use by staff, 6" to 9" above floor surface, at convenient locations throughout the space. Technology equipment in this area will include:

- Telephone handset
- Intrusion alarm system control panel

Visual Supervision: See Security, above.

Components:

<b>5.4 Shipping and Receiving/Staff and Delivery Entrance</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
mail & delivery sorting counter, s/s, 8' x 3'	1	counter	50.0	50
delivery bins, stacked 4 high	2	stacks	6.0	12
book truck parking for delivery bags	4	trucks	8.0	32
clear space for receiving deliveries				50
supply cabinet, 2-door	1.0	cabinet	20.0	20
<b>Total</b>				<b>164</b>

This lockable storage area, adjacent to the Staff Work Room, will be the primary storage space for office supplies, paper stock, forms, handouts and brochures, mending and cleaning supplies, computer and copy machine supplies and other items needed to maintain operations. The supplies will be stored on full height shelving, in a supply cabinet or stacked in boxes on the floor.

There will also be lockable storage space in the Community Meeting Room and the Serving Kitchen for meeting supplies, a storage room for children's programming supplies, and separate custodial and building maintenance supply areas.

Occupancy: 0 – 2

Adjacencies: 5.1 Staff Work Room / Sorting and Returns

Secondary Spatial Relationships: 5.4 Shipping and Receiving / Staff and Delivery Entrance (near)

Collections: None

Acoustics: N/A

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: No expansion space required.

Fenestration: N/A

Finishes: Provide hard surface floor covering in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face.

Security: Staff will control access to this space. Doors must be lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted power outlets for use by LL&LC staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Visual Supervision: N/A

Components:

5.5 Storage and Supplies	Quantity	Item	SF/Item	SF Needed
shelving, 84"	8.0	sections	10.3	82
clear floor space for box storage	n/a.			50
<b>Total</b>				<b>132</b>

The LL&LC needs a custodial supply closet that can accommodate a 12-week supply of supplies for the building, with a separate, lockable space within it for storage of chemicals and potentially hazardous materials, dimensioned to meet local codes or ordinances. The space must accommodate a mop sink, storage cabinets, cleaning equipment racks, parking space for a mobile trash receptacle and mobile mop bucket.

Adjacencies: 5.1 Staff Work Room/Sorting and Returns

Secondary Spatial Relationships: None

Collections: None

Acoustics: N/A

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: N/A

Fenestration: N/A

Finishes: Hard surface flooring is needed in this space. Use high quality, standard color paint from a major manufacturer.

Disabled Access: N/A

Lighting: Provide 30-40 foot-candles average, measured at 30" above floor surface.

Security: Staff will control access to this space. Doors must be lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. Provide required permanent signage

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted power outlets for use by staff, 6" to 9" above floor surface, at convenient locations throughout the space.

Visual Supervision: N/A

## 5.7 Staff Lounge

372 square feet

This area is intended as a rest area for staff and a space in which staff can prepare and eat their meals and take their breaks. The space needs both individual and table seating, with a quiet ambience and sufficient space for several individuals to enjoy the space without disturbing each other. It should be adjacent to the Staff Work Room and near the Staff Restrooms. A telephone for staff use will be installed within this space. Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the LL&LC to prevent cooking smells and noise from being dispersed through other parts of the facility.

Sixteen staff lockers are needed in this area, stacked two high, for full-time and part-time staff and for volunteers, as well as a coat closet.

Occupancy: 0 – 8

Adjacencies: 5.1 Staff Work Room / Sorting and Returns

Secondary Spatial Relationships: 5.8 Staff Restrooms (near)

Collections: None

Acoustics: Ensure that noise and conversation in this space does not intrude into the building's public spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: This space is not expected to change function or require additional space over time.

Fenestration: Provide a window to the exterior to promote comfortable conditions for staff.

Finishes: High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in portions of this area. Kitchen area should be hard surface flooring.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant.

Lighting: Provide 30-40 foot-candles average, measured at 30" above floor surface.

Security: N/A

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted power outlets for use by staff, 6" to 9" above floor surface, at convenient locations throughout the space. Provide a telephone handset.

Visual Supervision: N/A

Components:

5.7 Staff Lounge	Quantity	Item	SF/Item	SF Needed
tables, 4-place, round	2	tables	0.0	0
chairs @ 4-place tables	8	chairs	22.0	176
sofa, 2-person	1	sofa	50.0	50
kitchen counter w sink, cabinets above and below, 10'L	1	counter	50.0	50
microwave oven on counter	1	oven	0.0	0
refrigerator, full-size	1	refrigerator	0.0	0
stovetop with oven	1	oven	0.0	0
bulletin board	2	board	0.0	0
recycling containers	2	containers	0.0	0
waste containers	2	containers	0.0	0
vending machine	1.0	machines	16.0	16
lockers, half-height, stacked	16.0	lockers	2.5	40
coat closet, 8'L	1.0	closet	40.0	40
<b>Total</b>				<b>372</b>

Two single occupancy staff restrooms are needed, adjacent to the Staff Work Room and near the Staff Lounge. Restrooms should not open directly into the Staff Lounge and need to be acoustically separated from other spaces.

The restrooms must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall coverings should be ceramic tile. Sloping floor and floor drains are essential. Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to catch soap leaks and avoid water drips on the floor. Install automatic hand dryers as well as towel dispensers, a parcel/purse shelf, coat hook and bench for changing clothes in each restroom.

Adjacencies: 5.1 Staff Work Room

Secondary Spatial Relationship: 5.7 Staff Lounge (near)

Collections: None

Acoustics: Ensure effective acoustic separation of the restroom from other occupied areas of the building, including the Staff Work Room. Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: N/A

Fenestration: N/A

Finishes: Floor and wall coverings should be a hard surface, tile or vinyl, with the floor coved to a height of five feet. Restroom must have a sloping floor drain and one hose bib.

Disabled Access: Meet or exceed ADA guidelines with toilet seat tops at 17" to 19" above finished floor and all fixtures and accessories specified and installed in accordance with accessibility regulations.

Lighting: Ensure adequate lighting level at sinks and mirrors.

Security: Provide privacy wall within entrance to ensure privacy for those inside restroom.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. Provide required graphic signage as well as textual signs for each restroom, at heights, dimensions and other parameters required by code.

Technology / Audiovisual / Power / Data: Public address system needs to be clearly audible within restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

Visual Supervision: N/A

See also Section II, General Design Considerations: Plumbing and restrooms for specifications.

The LL&LC will have two materials return drops, one at the Lobby entrance on the main floor and one on the parking garage level of the building. The unit in the parking garage will be available 24 hours per day. Customers will park their car in short-term parking in the garage and place their materials in the return slot located on the outer wall of a room that contains automated sorting and check-in equipment.

This unit will be self-contained on the lower level of the parking garage. Staff will empty the bins at this location on a daily basis, and wheel the bins to the Sorting and Returns area on the main floor via the elevator.

The dimensions and the environmental, power and data requirements of this equipment are included in [Appendix H](#). The Architect will work directly with 3M™ technical staff during the design development and construction documents phases of the project to ensure adequate coordination in planning for this equipment.

Adjacencies: Public Parking Garage

Secondary Spatial Relationships: None

Collections: None

Acoustics: Customers will return books and audiovisual materials into the return bins located here on a continual basis. The return bins will be cushioned not only to reduce damage to materials but also to muffle noise. Staff will unload the return bins, sort materials on to book trucks and move trucks in and out of this space all day long. Floor surfaces should be cushioned and smooth to facilitate quiet operations and materials movement. Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Environmental Conditions: N/A

Flexibility / Expandability: This space must be designed simply with clear space for the ongoing movement and marshalling of full and empty book trucks.

Fenestration: N/A

Finishes: Floor covering needs to be hard surface, accommodating book trucks equipped with dual-surface wheels (wheels that function well on both carpet and hard floors). Place corner guards at key wall edges and door openings to prevent damage caused by book trucks. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Height of material return slots and dimensions of approach to return slots must accommodate people in wheelchairs.

Lighting: Provide 50 foot-candles average, on work surface, measured horizontally at desktop.

Security: This space will be accessible only to staff and volunteers. Access must be controlled.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: See Space 5.1.

Visual Supervision: N/A

Components:

<b>5.9 Materials Return Drops - Garage/Exterior</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
walk-up return slots, two, built into garage wall	2.0	units	120.0	240
<b>Total</b>				<b>240</b>

## **5.10 Storage, Garage Level**

**145 square feet**

A small storage area is needed on the parking garage level for the use of staff and/or volunteers to provide secure space in which programming supplies and equipment may be placed. The LL&LC intends to conduct outdoor programs for children and families in the outdoor plazas. This storage room will enable staff to have access to needed materials close at hand as needed.

Adjacencies: None

Secondary Spatial Relationships: None

Collections: None

Acoustics: N/A

Environmental Conditions: N/A

Flexibility / Expandability: N/A

Fenestration: N/A

Finishes: Provide hard surface floor covering in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: N/A

Lighting: Provide 30 to 40 foot-candles average measured horizontally at 30" above floor level.

Security: Staff will control access to this space. Dock must lock.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: N/A

Visual Supervision: N/A

## 6.0 Other Spaces

### 6.1 Friends of the Library Book Sale and Sorting 1,201 square feet

The Friends of the Lafayette Library operate a successful book sale that generates significant revenues for the library even though it is open to the public approximately ten days per year. The current book sale event is held at a location that is remote from the existing library. A primary goal of the Friends is to relocate the book sale to the site of the new LL&LC, in an efficient, attractive space that serves to display the merchandise available for purchase and provide adequate donation sorting space.

The book sale space will be operated independently from the LL&LC. It needs to be physically and visually separate from the collections so that book sale customers will recognize that this is not part of the collections, with a separate entrance, easily identifiable from the street. An area approximately 1,200 square feet in size is needed to accommodate the shelving, display units and other furnishings required for the book sales. A sales counter located close to the entrance, with a cash register and space to store packages, is required.

Donations will also be dropped off here, although a book donation bin will also be located in the area of the Lobby / Entrance.

Convenient drive-up access is highly desirable to accommodate individuals with large donations of books.

Occupancy: 4 – 50

Adjacencies: 6.2 Friends of the Library Work Space

Secondary Spatial Relationships: 6.3 Lafayette Historical Society Room (near)  
Public Parking (near)

Collections: The book sale inventory will constantly fluctuate as new merchandise is placed on the display shelves to replace sold items. Some books and magazines will be displayed face-out, others spine-out.

Acoustics: N/A

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning. Shield book sale area from drafts entering building from public entrance doors.

Flexibility / Expandability: On occasion, the Friends may extend the book sales display into the Lobby / Entrance proper, using mobile display carts. Permanent sales area is not intended to expand.

Fenestration: Retail storefront windows are needed to give the book sale visibility and enhance its merchandising appeal.

Finishes: Finishes should be durable and simple to enable the Friends to present an attractive, retail-like environment to prospective customers. Use high quality, standard color paint from a major manufacturer. High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations that do not consider themselves disabled. Entryway widths, pathway slopes, door

hardware, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA -compliant.

Sale shelves must be accessible in accordance with ADA requirements. Circulation space approaching and within the book sale area needs to be generous and open.

Lighting: Shelving: provide 6 foot-candles at a height of 12" and 35 foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face. Provide accent down-lighting to highlight displays.

Security: Customers will select items they wish to purchase and present their payment at the sales counter. The sales counter needs to be well laid out and in close proximity to the adjacent Friends workspace. Considerable amounts of cash will be taken in at the sales counter on occasion, and will need to be safely stored in the work room until it is deposited in the Friends bank account.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. A wall-mounted, tackable announcement board, approximately 4' w x 3'h, needs to be mounted adjacent to the shelving to allow the Friends to advertise upcoming events.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted communications and power outlets to support telephone and electrical power. Provide a cash register.

Visual Supervision: The book sale space needs to be observable from the sales counter, to enable volunteers on duty to monitor activity in the area.

Components:

<b>6.1 Friends of the Library Book Sale Room</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
display table or kiosk, freestanding, 4' x 4', for new or special items	2	tables	32.0	64
shelving, 72", for book sale display	96	sections	10.3	989
announcement board, wall mounted, for Friends' activities	1	board	0.0	0
sales counter, 5' x 30'	1	counter	20.0	20
shelving, mobile, for temporary outdoor displays, 4' x 3'	8.0	units	24.0	192
<b>Total</b>				<b>1,201</b>

The Friends will need an enclosed work space adjacent to the Book Sale Room in which they can manage the ongoing operation of the book sales. The work space will include a desk and computer, two work tables with task chairs, two file cabinets and a supply cabinet. A book donation bin will be needed adjacent to the work room entrance.

Occupancy: 1 – 4

Adjacencies: 6.1 Friends of the Library Book Sale and Sorting

Secondary Spatial Relationship: Public Parking (near)

Collections: No permanent collection. This space will house a constantly changing inventory of books donated for resale by the Friends. Books will arrive in boxes and bags and frequently go directly onto book trucks or be carried directly to book sale shelves.

Acoustics: Wall, ceiling and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: Provide generous open space rather than built-in furniture, to allow the Friends to reconfigure this space, as needed, over time. Book donation sorting will be the primary activity here.

Fenestration: Provide a window to the exterior to introduce natural light into the space and ensure a comfortable work space for the Friends.

Finishes: Hard surface flooring is needed in this space, with built-in cushion for comfort. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines. Interpret these guidelines broadly, with the understanding that many people with temporary disabilities will use the LL&LC as will many people with physical limitations do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights and aisle widths and all other physical elements within the facility must be ADA-compliant. Design the space with the understanding that the volunteers who sort book donations are often older adults.

Lighting: Provide 50 foot-candles average, on desks and worktables, measured horizontally at desktop.

Security: N/A

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted power outlets for use by the Friends, 6" to 9" above floor surface, at convenient locations throughout the space. Provide the following equipment:

- Electrical and data outlets for one computer workstation
- Telephone handset

Visual Supervision: N/A

Components:

<b>6.2 Friends of the Library Work Space</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
work tables, 6' x 3'	2	table	40.0	80
file cabinet, vertical	2	cabinet	15.0	30
desk, office, 5' x 3'	1	desk	30.0	30
computer workstation on desk	1	workstn	0.0	0
printer on desk	1	printer	0.0	0
chairs, task	5	chairs	0.0	0
supply cabinet, 2-door	1	cabinet	20.0	20
shelving, 84"	4	sections	10.3	41
donation box at entrance	1	box	36.0	36
<b>Total</b>				<b>237</b>

### 6.3 Lafayette Historical Society Room

445 square feet

The Lafayette Historical Society currently has no publicly accessible space in which to display its collections nor does it have any appropriate, environmentally controlled storage space. The City wishes to provide areas for collection storage, display of exhibits and workspace as part of the LL&LC, in space that is independent from but closely associated with the LL&LC.

The space will be divided into two areas, a public space for collections and exhibits and a closed storage space. The public space needs to be directly accessible from the exterior of the building. The closed storage space must be lockable and secure.

The public space will include shelving for books on Lafayette history, newspapers, and boxed special collections. It will also provide archival storage for historic photographs, maps and other items of historical interest. There will be a service desk for Historical Society docents and staff, a large study table and a copier/printer.

The Historical Society will also maintain ongoing exhibits of local history materials in the Exhibit gallery / Display Space and in the Lafayette Heritage Collection.

Occupancy: 2 – 8

Adjacencies: 6.4 Lafayette Historical Society Closed Storage

Secondary Spatial Relationships: 6.1 Friends of the Library Book Sale and Sorting (near)  
Public Parking (near)

Collections: See above.

Acoustics: This room will contain permanent and rotating displays of archival materials and memorabilia related to the history of the community. Its ambience needs to reflect this purpose, offering a quiet environment in which visitors may study and reflect on the photographs, journals, exhibits and other items they encounter in the room.

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: Design the room using movable furniture as much as possible, to allow reconfiguration of the display space over time. The Historical Society space is not intended to expand beyond this space and the adjacent closed storage room.

Fenestration: Ensure that direct sunlight does not come into contact with materials, display areas, or seating areas. Consider ultraviolet filter treatments on windows into areas that house materials.

Finishes: Finishes should be on a par with the finishes used in the Lafayette Heritage Collection area on the main floor. Use high quality, standard color paint from a major manufacturer. High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in this area.

Lighting: Shelving: provide 6 foot-candles at a height of 12" and 35 foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face. Provide accent down-lighting to highlight displays.

Security: The Historical Society owns many rare, fragile and valuable historical items. The room and its components must be specified and laid out to ensure that the collections are safe from theft and vandalism.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: Provide standard, wall-mounted communications and power outlets to support telephone and electrical power.

- Telephone handset
- Wiring and electrical connection for PC workstation

Visual Supervision: The space needs to be observable from the staff desk, to enable volunteers on duty to monitor activity in the area.

Components:

<b>6.3 Lafayette Historical Society Room</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
vertical files, legal-size	10.0	cabinets	15.0	150
table, 8' x 3'	1.0	table	100.0	100
chairs	4.0	chairs	0.0	0
computer workstation, sit-down	1.0	workstn	36.0	36
copier/printer	1.0	copier	12.0	12
newspaper storage unit, 2' x 30"	1.0	unit	15.0	15
photograph storage unit, for oversize photos, 30" x 42"	1.0	unit	25.0	25
map file, 4' x 30"	1.0	cabinet	36.0	36
shelving, 84" for boxed special collections	2.0	sections	10.3	21
desk, staff	1.0	desk	30.0	30
shelving, 84" for books on Lafayette history	2.0	sections	10.3	21
photographs, historical, frames, wall mounted	4.0	photos	0.0	0
<b>Total</b>				<b>445</b>

**6.4 Lafayette Historical Society Closed Storage****216 square feet**

This space will provide closed storage space for Historical Society collections that are too valuable or fragile to be stored in the main Historical Society space. It will also be a work room in which docents can process incoming donations, prepare materials for exhibit and restore damaged materials.

Occupancy: 0 – 2

Adjacencies: 6.3 Lafayette Historical Society Room

Collections: Provide closed storage for collections of artifacts.

Acoustics: N/A

Environmental Conditions: Specify temperature controls in the range of 68° to 72° for heat and 73° to 77° for air conditioning.

Flexibility / Expandability: No expansion space required.

Fenestration: N/A

Finishes: Provide hard surface floor covering in this area. Use high quality, standard color paint from a major manufacturer.

Disabled Access: Meet or exceed ADA guidelines.

Lighting: Provide 6 foot-candles at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face.

Security: Historical Society volunteers will control access to this space. Doors must be lockable.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system.

Technology / Audiovisual / Power / Data: None

Visual Supervision: N/A

Components:

<b>6.4 Lafayette Historical Society Collections Closed Storage</b>	<b>Quantity</b>	<b>Item</b>	<b>SF/Item</b>	<b>SF Needed</b>
shelving, 84" for oversized books	4.0	sections	12.0	48
shelving, 66", for AV materials - videos, cassettes	2.0	sections	10.3	21
storage cabinets for realia and artifact	4.0	cabinets	20.0	80
supply cabinet, 2-door	1.0	cabinet	20.0	20
cabinets, lateral, for photograph storage	1.0	cabinets	15.0	15
work counter with sink, cabinets above and below, 8' x 2.5'	1.0	counter	32.0	32
<b>Total</b>				<b>216</b>

## 6.5 Historic Fire Truck Display

230 square feet

The Historical Society will house a historic City of Lafayette Model-T fire engine in this space. The truck will remain in this location except for the occasions on which it the Historical Society members use it in community events.

Adjacencies: Public Parking  
Public street

Secondary Spatial Relationship: 6.3 Lafayette Historical Society Room (near)

Collections: None

Acoustics: N/A

Environmental Conditions: N/A

Flexibility /Expandability: The dimensions of the space and the entrance to the space must allow the vehicle to be driven in and out of the space.

Fenestration: Large windows on two sides of the room are needed to allow the public to view the vehicle while it is parked.

Finishes: Use hard floor materials that are easily cleaned.

Disabled Access: N/A

Lighting: Light the room to highlight the vehicle while it is parked.

Security: The space must be secure.

Signage: Signs in this space must be part of the overall LL&LC signage and wayfinding system. Provide signage that explains the history of the truck.

Technology / Audiovisual / Power / Data: None

Visual Supervision: N/A

**VI. Preliminary Capital Outlay Project Budget**

<b>Hard Costs</b>	
Land Acquisition	2,200,000
Site Development, including Parking Structure	4,,800,000
Construction Costs, including escalation, contingency and signage	10,200,000
Artwork	50,000
<b>Hard Costs Total</b>	<b>17,250,000</b>
<b>Soft Costs and FFE Total</b>	<b>4,600,000</b>
<b>Total</b>	<b>21,850,000</b>